

MUNICIPAL GOVERNMENT IN INDIA

AN ANNOTATED BIBLIOGRAPHY

Municipal Government in India

An Annotated Bibliography

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Compiled by

R. N. SHARMA

AND

DEVENDRA KUMAR



INDIAN INSTITUTE OF PUBLIC ADMINISTRATION
INDRAPRASTHA ESTATE, RING ROAD, NEW DELHI 110002

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FOREWORD

We are happy to publish an annotated bibliography on Municipal Government in India. It is not necessary to dilate on the importance of the municipal government. It is commonly recognised that the municipal government, as the necessary ingredient of local government, constitutes the bedrock of self-government. It has been true historically in the country. Conceptually too, municipal government is not only the nursery of leadership but also provides a laboratory for democratic experimentations and administrative innovations at the grassroots level. The concept of the citizen or the community participation has a significance of its own in the context of municipal government. The municipal government is neither an isolate nor a static entity. For its effectiveness it is intimately associated with other public institutions and political structures. The patterns and problems of the municipal government have been changing with compulsions of a fast changing society and its aspirations. It is not for me to go into the many issues and tensions of the municipal government in the country. It has been under strain for long. It is facing new challenges with the growing urbanisation. The legal, political, structural, organisational, institutional and even behavioural facets merit attention from time. The quest for renewal of the municipal government is a matter of social and governmental concern. It expresses itself from time to time in policy statements as well as reports of committees and commissions. In many professional institutes and universities research on different aspects of the municipal government is being carried on by scholars. We hope that this select but comprehensive bibliography will be of considerable value to the students of public administration, research scholars, policy-makers and public men as well as administrators in general and those concerned with municipal government in particular. The coverage of the wide spectrum of the municipal government in India will be quite evident from a glance at the

contents. It will be of special interest to the students of comparative government all over the globe.

The Indian Institute of Public Administration has done a good deal of work in the area of municipal government also, through its research, publications and training programmes. The Centre for Urban Studies at the IIPA is studiously devoting itself to the existing and emerging issues of municipal government. Our quarterly journal *Nagarlok* has acquired reputation for its scholarly contributions for practical relevance. This bibliography is another modest token of our recognition of municipal government.

The bibliography has been painstakingly compiled and scientifically annotated by Shri R. N. Sharma and Shri Devendra Kumar of the Library of the IIPA. Km. Harinder Manchanda rendered valuable assistance at the final stages of this work. I shall like to commend their endeavour and thank them for undertaking this useful work. It is being published as the first one in a series of bibliographies relating to different aspects of public administration that has been initiated as part of the Silver Jubilee Celebrations of the Institute. Suggestions for improvement of this effort in future editions will be deeply appreciated. Another comprehensive bibliography on Civil Service and Personnel Administration is likely to go to the press in the near future.

I hope that this volume will be found useful and receive the attention that it deserves from scholars, administrators and public men interested in the effectiveness and improvement of the municipal government in India.

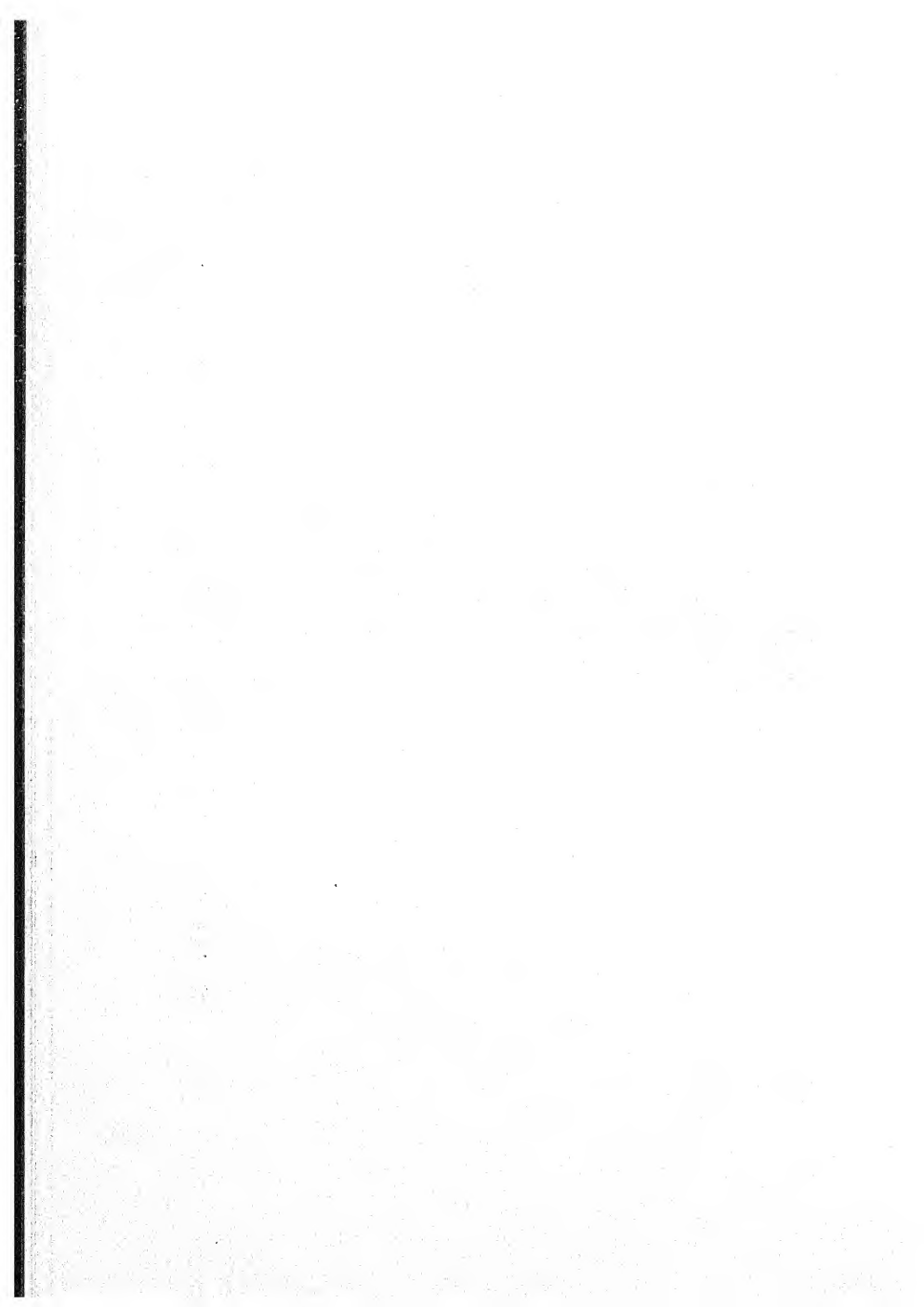
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T. N. Chaturvedi

(T. N. CHATURVEDI)
Director

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GENERAL STUDIES

1. ABBASI, Kazi Jalil. Mussoorie: City Board on the move. *Commerce*, (12 May 1973) 5-7.

Highlights the efforts made by the Municipal Board, Mussoorie (U.P.) to make the city more attractive and to provide various facilities to the tourists.

2. ALAM, S. Manzoor and Waheeduddin Khan. *Metropolitan Hyderabad and the region: strategy for development*. Bombay: Asia Publishing House, 1972. xxviii + 315 p.

Assisted by K.N. Gopi, R. Ram Mohan Rao and P. Seshachalam. Emphasises the social viewpoint and focuses attention on the need for viewing the problem of urban development in its totality.

3. ALDERFER, Harold F. *Local government in developing countries*. New York: McGraw Hill, 1964. x + 251 p.

A survey of local governments in almost all the developing countries of the world, including India. Covers topics as organization and structure, national-local relations, finances, elections, administration, community development and metropolitan government and includes detailed information on local government organization and practice in individual countries.

4. ALL-INDIA Institute of Local Self-Government. *Brief account of municipal corporations in India*. Bombay: AILSG, 1961. 143 p.

5. ALL-INDIA Institute of Local Self-Government. *The directory of local self-government in Gujarat State*. Bombay: AILSG, 1963. viii + xii + 378 p.

Incorporates information regarding area, population, constitution, personnel, services and finances of 146

municipalities, 17 district local boards, and Ahmedabad Municipal Corporation in Gujarat State.

6. ALL-INDIA Institute of Local Self-Government. *The directory of local self-government in Maharashtra State*. Bombay : AILSG, 1962. xvi+xii+544 p.

Incorporates information regarding area, population, constitution, personnel, services and finances of 219 municipalities, 12 district local boards, 5 district boards, 37 janapada sabhas, and 3 municipal corporations of Maharashtra State.

7. ALL-INDIA Institute of Local Self-Government. *The directory of local self-government in Mysore State*. Bombay : AILSG, 1966. vi+xvi+367 p.

Incorporates information regarding area, population, constitution, personnel services and finances of municipal councils, notified area committees and two municipal corporations of Mysore State.

8. ALL-INDIA Institute of Local Self-Government. *The directory of municipal corporations in India*. Bombay : AILSG, 1964. 2+4+322+12 p.

Contains comparative information and statistical data of all the corporations (23 in number in 1964) regarding area, population, elected membership, set-up of different committees and their functions, powers and privileges of mayors and chairmen, sources of revenues and their respective percentage to the total income, expenditure on various services and its percentage to the total income, etc.

9. APPA RAO, T. *Municipal corporations in South India*. Visakhapatnam : Saraswathi Power Press, 1974. 234 p.

Ph. D. thesis, Andhra University, 1972. A comparative study of the municipal corporations of Madras, Hyderabad and Bangalore. Deals with the genesis and growth of these urban local bodies covering all the aspects of their growth and development. These include

origin and constitution, finance and taxation, rights and responsibilities and their existing administrative system.

10. APPA RAO, T. *Municipal government in Visakhapatnam*. Visakhapatnam: Arsha Printing Industrial School & Press, 1974. 150 p.

Devotes to the origin and historical evolution of Municipality of Visakhapatnam. Focuses on the direction in which the past developing industrial complex should move keeping in view the changing nature of the town.

11. APPA RAO, T. Municipality, its significance: meaning, purpose and importance of municipal government. *Civic Affairs*, 11:6 (January 1964) 9-12.

The subject is discussed under the following heads: Meaning; Municipal government as an ancient institution; The factors that contributed to the later development of municipal government under British rule; Purpose of municipal government; and Importance of municipal government.

12. ARGAL, R. *Municipal government in C.P. and Berar*. Ph. D. Thesis, Nagpur University, 1950.
13. ARGAL, R. *Municipal government in India*. 2nd ed. Allahabad: Agarwal Press, 1960. 6+245 p.

Revised and up-dated version of D. Litt. thesis, Allahabad University, 1952. The first edition published in 1955 aimed at studying municipal government in the former British Provinces of India and at interpreting the development and working of the municipal government. The second editing covers the study of former Part B and C. States as well and brings the narrative up-to-date. Bibliography, p. 229-37.

14. ASIRVATHAM, E. The role of local self-government in a democracy. *Indian Journal of Political Science*, 16 : 3 (July-September 1955) 185-9.

The concept and functions of local self-government are discussed. Also describes the conditions for its efficient functioning in a democracy.

15. AVASTHI, A. *Local self-government in Madhya Pradesh*. Nagpur: Western Book Depot, 1950. 101 p.

16. AVASTHI, A. Urban government in India: some reflections. In A. Avasthi (ed.) *Municipal administration in India*. Agra: Lakshmi Narain Agarwal, 1972. p. 519-39.

Focuses attention on a few basic problems facing local government institutions, more specifically, urban local bodies. These problems are discussed under following heads: (1) Participatory local government; (2) Constitutional status for local government; (3) Areas versus functional local bodies; (4) Locale of executive authority; (5) Inter-governmental relationship; and (6) Leadership and citizen participation.

17. AVASTHI, Beni Singh. Inadequacies of local bodies. *Commerce*, (12 May 1973) 1-3.

The author, then Minister for Local Self-Government, Uttar Pradesh, analyses the factors responsible for the poor performance of local bodies in the state.

18. BADHE, G. S. Local self-government in India. *Quarterly Journal of the Local Self-Government Institute*, 37:4 (April-June 1967) 382-90.

Brief survey of rural and urban local government.

19. BANGALORE on the move. *Civic Affairs*. 24 : 5 (December 1976) 1-160 (complete issue).

Contents: Historical, civic and urban growth; Bangalore the beautiful; Civic amenities and finances; Problems of urbanisation; Towards a better urban life.

20. BHARGAVA, B. S. and S. Rama Rao. *Indian local government: a study*. Calcutta: Minerva Associates, 1978. xii+247 p.

A compilation of research papers and articles on various aspects of rural as well as urban local government in India. Also discusses the theory of local self-government and especially the vexed problem of the role of political parties in the process of local government.

21. BHATNAGAR, S. Challenges of urbanisation and public policy in India (a case for local government). *Social Sciences Research Journal*, 1:1 (April-June 1976) 59-73.

The accelerated pace of urbanisation in India in recent years, has resulted in considerable deterioration of civic services, particularly in the peripheral 'jhugees and jhomparees'. Baffled by situation, the government resorted to the creation of a multitude of specialised functional authorities in each urban centre. These authorities, besides creating administrative confusion, have considerably eroded the authority and prestige of the local bodies. This policy now calls for a drastic revision. Any scheme of reorganisation must aim at the abolition of rural urban dichotomy as well as at the replacement of all existing local bodies by a well knit system of two tiers. The directly elected lower tier should administer smaller affairs of the locality, whereas the higher tier, which should emerge out of the lower tier, should do policy-making and also handle inter-locality affairs. The large metropolis should be treated differently in view of their peculiar problems. A separate set of local government be provided for them.

22. BHATTACHARYA, Mohit. Comparative local government. In S. K. Sharma and V.N. Chawla (eds.) *Municipal administration in India: some reflections*. Jullundur, International, 1975. p. 234-9.

Outside the communist world, local government has been modelled in different countries on either the French or the British pattern. The indigenous forces have their influence in modifying the model. In India, the local government has its philosophical roots in the concept of

decentralised democracy. The present political mood, however, seems to be to lighten central control.

23. BHATTACHARYA, Mohit. *Municipal government: problems and prospects*. Delhi : Research, (1975). iv+124 p.

Collection of articles and occasional papers written on different aspects of municipal administration.

Contents: Political theory of our municipal government; Need for a policy on local government; Comparative local government; Genesis of the corporation model of municipal government; Municipal government in Calcutta; Personnel system and municipal management structure; Delimitation of municipal tax jurisdiction; State control of municipal bodies: issues in supersession orders; Reorganisation of municipal government; Dilemma of municipal reform; Training for municipal administration; Institutional problems of urban development.

24. BHATTACHARYA, Mohit. Urban local government. *Perspectives*.—Supplement to *Indian Journal of Public Administration*, 17 : 4 (October-December 1971) 108-32.

Foresees the centralization of powers in the hands of the state governments and the consequent decline of urban local self-government in the near future. And expects the emergence of a new concept of state-municipal functional cooperation in this process, which will take away much of the traditional idea of local 'autonomy'.

25. BOMBAY on the move. *Civic Affairs*, 22:5 (December 1974) 4-144 (complete issue).

Contents: Urban growth : consequent problems & awareness; History of civic growth & structure of city government; Urban needs & existing civic facilities.

26. BOSE, Ashish. Municipal socialism. *Economic and Political Weekly*, (20 March 1971) 681-4.

Many of our national leaders were associated with municipal work during British rule. But the upsurge of

socialism after independence has not yet percolated down to municipalities. The cities continued to be neglected by the State Governments as well as the Central Government.

27. CHATURVEDI, A. C. LSGED and the local bodies. *Civic Affairs*, 20:4 (November 1972) 11-15.

The services rendered by the local self-government Engineering Department to the local bodies are reviewed.

28. CHAUHAN, D. N. S. Relationship between the rural and the urban local bodies. *Quarterly Journal of the Local Self-Government Institute*, 39:4 (April-June, 1969) 301-12.

The local self governing institutions have a vital role to play in a developing democracy like India. Rural and urban are the two phases of Indian national life and the process of improvement of one cannot be accelerated without taking into account the problems of the other. The paper explains the three types of relationship between the Panchayati Raj Institutions and the Urban Local bodies, i.e., Organic Relationship, Functional Relationship and Operational Link. The analysis shows that in majority of the states provisions have been made to give representations to the municipal bodies on the Panchayati Raj Institutions.

29. CHAWLA, V.N. *Studies in local self-government in India*. Jullundur : International, 1967. viii+80+A-64+B-64p.

Consists of three parts—Panchayati raj and community development; District administration and municipal government; Constitutional government in India. *Contents of part 2*—District administration; Deputy Commissioner; Municipal administration; Municipal functions and powers; Supervision and control; Municipal finance.

30. DEVA RAJ. Municipal government and the democratic process. In S. K. Sharma and V. N. Chawla (eds.) *Municipal administration in India : some reflections*. Jullundur: International, 1975. p. 1-6.

In a democratic society local government has to fulfil two objectives : (1) Development and management of local socio-economic services and public utilities; and (2) Providing a vital base for the democratic structure. But the state governments give the first objective an overriding dominance without a corresponding concern for the second objective. Though local autonomy cannot be total but for the realisation of socialist objectives within the framework of democratic structure, it is necessary to reorient government policies so as to : (1) Increase the capabilities of local government to provide services and generate developmental processes ; (2) Share political power and promote local initiative and decision-making; (3) Restore local functional responsibilities; and (4) Create a framework of state-local relations which will contribute to decentralisation and at the same time protect the government's legitimate interests in the performance of local administration.

31. DEVA RAJ. Problems of relationships of rural and urban local bodies. *Journal of the National Academy of Administration*, 16:3 (July-September 1971) 1-7.
32. GOLDSMITH, Ernest H. Municipal government in Calcutta : the Calcutta Corporation. *Ph. D. thesis, California University, 1951.*
33. GUPTA, Bharat Bhushan *Local government in India.* Allahabad : Central Book Depot, 1968. 190 p.

Comprises of two parts. Part I deals with Rural Local Administration, and Part II with Urban Local Administration. Part II has ten chapters, viz., Urban local administration ; City corporation; Municipal board; Town area committee; Notified area committee; City improvement trust and other development authorities; State control over urban local bodies; Relations between panchayati raj institutions and urban local bodies; The role of district collector; The place of the commissioner in local administration; New dimensions of local government in India. Bibliography, p. 182-6.

34. GUPTA, Hans Raj. The Association of Local Authorities : a case for India. *Nagarlok*, 2:2(April-June, 1970) 5-10.

The associations of local authorities are functioning at the national and state levels. The local government is a state subject and it is essential that more and more associations of local authorities are established in the states. The author argues that these associations cannot only render valuable service to its members but also strengthen the position of local government in India.

35. GUPTA, Hans Raj. What Delhi can learn from other world capitals : an interview. *Organiser*, (15 August, 1969) 33-4.

Lala Hans Raj Gupta, then mayor of Delhi led a five man delegation of Delhi Corporation on a four week's tour of certain European capitals. This interview gives some of his impressions of the tour.

36. HASHMI, Shfik Hasan. Some aspect of city government in Kansas and Andhra Pradesh : a comparison. *Ph.D. thesis, Kansas University, 1965.*

37. HYDERABAD on the move. *Civic Affairs*, 23:9 (April 1976) 1-77 (complete issue).

Contents: Introductory; Historic & civic growth; Hyderabad Corporation on the move; Urban needs and civic amenities; Urban renewal measures.

38. INTERNATIONAL Union of Local Authorities. *Local government in the XXth century*. The Hague: Martinus Nijhoff, 1963, 491 p.

Collection of reports prepared by 35 countries as a basis for discussion at the 1963 Congress of the IULA.

39. JAG PARVESH CHANDRA. *Delhi: a political study*. Delhi: Metropolitan, 1969. viii+131 p.

Analyses the recommendations made by the Administrative Reforms Commission to remove the various

defects and deficiencies inherent in the Delhi Administration Act, 1966, and also experienced in the working of the Metropolitan Council and the Executive Council. Bibliography, p. 127-31. Refer Chapter 14: Metropolitan Council ; Chapter 17 : Municipal Corporation of Delhi ; Chapter 18 : New Delhi Municipal Committee ; Chapter 19 : Cantonment Board.

40. JANKI, V. A. *Functional classification of towns in Gujarat*. Baroda : M. S. University, 1966. 48 p.

41. JHA, Chetakar. *Indian local self-government*. 4th ed. Patna : Novelty, 1965. (vi)+iv+246 p.

Covers various aspects of local administration (rural and urban) with special reference to the Bihar State.

42. JHA, Chetakar. *Municipal government in Bihar*. In A. Avasthi (ed.). *Municipal administration in India*. Agra : Lakshmi Narain Agarwal, 1972. p. 113-32.

The subject is discussed under following heads : Historical background ; Constitution ; Municipal Officers and servants ; Functions and powers ; Resources ; The problem ; and State and local relations.

43. KERALA. *Kerala municipalities today*. Trivandrum : Government Press, 1969. 19 p.

Contents : Growth of municipal administration in Kerala ; Statistics relating to municipalities in Kerala ; Where we stand among other Indian states ; Review of the Administration Report of the Department of Municipalities for 1967-68 ; Civic administration in ancient India.

44. KHANNA, B. S. *Local government in Punjab*. *Journal of the National Academy of Administration*, 16:2 (April-June 1971) 61-74

45. KHANNA, R. L. *Local government in Punjab*, 2nd ed.

Chandigarh : English Book Shop, 1957. (viii)+vi+276+xviii p.

Presents a brief account of the history, organization, functions, finances and working of municipal committees, notified area committees, district boards, village panchayats, and town improvement trusts in Punjab. Appendices p. i—xviii at end incorporate statistical data.

46. KHOSLA, J. N. Urbanisation in the developing countries and its consequences for local government. *Nagarlok*, 2:1 (January-March 1970) 23-7.

Local bodies in developing countries do not have well equipped departments, qualified personnel and adequate financial resources to meet the local problems arising out of growing urbanisation. Local authorities are the best agencies for undertaking local urban development works. The author argues the need of their radical reform to meet the emerging challenge of urbanisation.

47. KRISHNAMACHAR, B. S. Local bodies and the nation building. *Economic Times*, (28 August 1971) 8.
48. LONG, Norton E. Aristotle and the study of local government. *Social Research*, 24:3 (Autumn 1957) 287-310.

Contention of the paper is that an application of the Aristotelian categories of analysis to the phenomenon of local government will make for the development of theory capable of unifying the discipline of political science.

49. LUCKNOW University. Regional Centre for Research and Training in Municipal Administration. *Ghaziabad : a study in local government*. Lucknow : Regional Centre for Research and Training in Municipal Administration, Lucknow University, 1977. xiv+88 p.

Delineates the genesis of local government in Ghaziabad (U. P.), and provides a detailed information on the various aspects of its actual working.

50. LUCKNOW University. Institute of Public Administration. *The working of municipal corporations in U.P. : background papers for the seminar to be held on November 20-21 1963.* Lucknow : IPA, 1963. 93 p. (Mimeo.)

Contents : Municipal corporations in U.P. : a historical note ; The nature of the relationship between elected representatives and permanent executives in the corporations ; Nature and scope of municipal services ; The financial position of the corporations.

51. MAASS, A. (ed.). *Area and power : a theory of local government.* New York : Free Press, 1959. 224 p.

Examines the relation between liberty, equality and welfare, as the basic value of a democratic society, and the location of the various powers necessary to these ends.

Contents : Division of powers : an areal analysis, by Arthur Maass; Some criteria for a 'proper' areal division of governmental powers, by Paul Ylvisaker ; A division of power in metropolitan areas, by Robert C. Wood ; The states as components in an areal division of powers, by York Willbern ; Applied areal analysis : the case of Canada, by J. Stefan Dupre ; The areal division of powers in the writings of French political thinkers, by Stanley Hoffmann; The founding fathers and the division of powers, by Samuel P. Huntington ; A paper on administrative areas read before the Fabian Society, by H. G. Wells.

52. MAHESHWARI, B. Municipal government in Rajasthan. *Quarterly Journal of the Local Self-Government Institute*, 34:1 (July-September 1962) 25-38 ; *Civic Affairs*, 11:2 (September 1963) 171-90.

Municipal government in Rajasthan to-day is weak, incompetent and neglected. It suffers from many handicaps such as financial, political and administrative, and needs overall improvement. A few guidelines are suggested.

53. MAHESHWARI, Shriram. *Local government in India*. New Delhi : Orient Longman, 1971. xii+392 p.

Discusses both rural and urban government. After tracing the history of local government, the book attempts to describe the structure, personnel, finance and functioning of rural as well as urban local government. Ways and means of improving the system of local government are also suggested. Appendix II : Excerpt from Lucknow Municipal Board Inquiry Committee Report (1941-42).

54. MAJUMDAR, Biman Bihari. *Civic Life in Bihar*. Patna: Motilal Banarsidas, (1952) 96 p.

Views civic life in Bihar from village panchayats to Parliament. Pages 25-33 refer to municipalities.

55. MALHOTRA, S. L. Gandhi's reflections on municipal government. In S. K. Sharma and V. N. Chawla (eds.) *Municipal administration in India : some reflections*. Jullundur : International, 1975, p. 379-84.

Briefly reviews Mahatma Gandhi's views on municipal government.

56. MATTO, P. K. *A study of local self-government in urban India*. Jullundur : Jain General House, (1959) 62 p.

Surveys briefly the activities of urban local bodies in their all aspects.

57. MOHAMMED DIN BIN ALI. *A report of the observation of local government method in England and New Delhi*. Kuala Lumpur : Khee Meng Press, 1959. 96 p.

58. MUKHERJEE, Subrata Kumar. *Local self-government in West Bengal*. Calcutta : Dasgupta, 1974. viii+204 p.

Examines both the rural and urban wings of the local government in West Bengal since the early British period.

59. MUKHOPADHYAY, Ashok Kumar. *India and her*

local government. *Socialist Perspective*, 2:1 (June 1974) 40-5.

60. NAIK, K. K. Local government in different lands. *Quarterly Journal of the Local Self-Government Institute*, 38 : 1 & 2 (July-September & October-December 1967) 89-99.

A comparative study of different types of local governments in various countries including India.

61. NARAIN RAO, K. S. *Report on civic survey of the Vizagapatam Municipality*, Madras : Superintendent, Government Press, 1925. xiv+96 p.

62. NAYAK, P. R. Challenge of urban growth to Indian local government. In Roy Turner (ed.) *India's urban future*. Berkeley : University of California Press, 1962, p. 361-81.

In view of occurrence of a radical change in the life, problems and aims of Indian people after independence, examines the structure and resources of the governmental apparatus which has to undertake these tasks and discusses the way in which the challenge is being met at the local level.

63. NIGAM, S. R. *Local government (England, France, U.S.A., U.S.S.R. and India)*. Delhi : Kitab Mahal, 1968. xii+256 p.

Primarily designed as a text book for post-graduate and undergraduate students.

64. NOOR HUSSAIN, Mir. Some problems of local self-government. *Quarterly Journal of the Local Self-Government Institute*, 31:4 (April-June 1961) 445-51.

The problems confronting the local bodies—Problem of finance ; Government control of local bodies ; Executive must be made responsible to the Local Body ; State and Central Government properties and services and the

municipality and provision of basic amenities and government aids are discussed.

65. PARK, Richard L. District administration and local self-government In Richard L. Park and Irene Tinker (eds.) *Leadership and political institution in India*. Madras : Oxford University Press, 1960. p. 337-44.
66. PARTAP SINGH. *Urban government in India : a study of grassroots institutions in Haryana*. New Delhi: Uppal, 1978. xii+157 p.

Attempts to judge the performance of municipal bodies in Haryana in tapping their financial resources and providing services to the citizens and also to assess the gap between obligations and resources. Area of study relates to the State as a whole, but the municipalities of Karnal district are picked up for an intensive study.

67. PATIL, V. S. Local self government in Karnataka with special reference of urban problems. *Journal of Karnatak University (Social Sciences)*, 14 (1978) 57-68.

State, urban and rural governments and politics are not completely separate water-tight compartments. In Karnataka as elsewhere in India, corporations and municipalities are the only urban governments, which are the results of the local self-government. In the beginning municipalities were nominated bodies but became elective ones after independence. The problems of urban governments are pointed out and a few measures are suggested for reforms.

68. POLLOCK, Ross. Clues from American experience for Indian cities. *Nagarlok*, 2:1 (January-March 1970) 18-22.

In U.S.A. cities have organized league of municipalities, which support city interests and provide technical services to their members on financial, legal and personnel matters. Under Inter-governmental Corporation Act, Councils of Government have been established. These

voluntary organizations are rare in India. The author feels that similar voluntary organizations may be established in India to meet the challenge of cities.

69. RAI CHOUDHURY, J. (ed.). *Municipal gazetteer, West Bengal* ; Vol. 1. Calcutta : Indian Institute of Social Welfare & Business Management, 1978. xii+252 p.

Contains information regarding 35 municipalities including the corporations of Calcutta and Chandernagar. Data relates to area, population, year of establishment, constitution, personnel, income and expenditure. Also contains functions performed and the levels of service provided.

70. RAJADHYAKSHA, N. D. *Municipal councils in Maharashtra*. Bombay : All India Institute of Local Self-Government, Regional Centre for Research & Training in Municipal Administration, 1975. xii+203 p.

Purposes to bring at one place the basic information of all municipal councils regarding the composition of the councils, the population of municipal areas, their income and expenditure and the services.

71. RAJAGOPALACHARI, T. (ed.). *Hyderabad and the City Corporation*. Hyderabad : Public Relations Branch, Municipal Corporations of Hyderabad, 1968. x+66+xxiv p.

A concise booklet meant for acquaint the citizens and the tourists with the working of the Municipal Corporation of Hyderabad, its problems and difficulties, its policies and programmes.

72. RAMA RAO, S. and M. Nageswara Rao. Urban local government in Karnataka. *Economic Times*, (22 March 1977) 5+; (23 March 1977) 5+; (24 March 1977) 5+

The article reviews some of the problems and prospects of the urban local bodies in the state of Karnataka excluding Bangalore and Hubli-Dharwar corporations. The

financial resources of the urban bodies are discussed. Under-utilisation of the available resources is a widespread phenomenon. Inefficient assessment and slack collection of taxes have resulted in the large scale erosion of revenues. It is pointed out that out of 217 municipalities (for which the data are available) deficit budget persisted in 104 municipalities and 128 municipalities have not utilised the grants. On the other hand due to population growth and growing emigration to the cities there is an increasing demand on civic services such as water supply and drainage, public health operation, roads and transport, educational facilities, housing and urban property. The provision of basic civic services is the primary objective of local self-government institutions. There is a need that the state government insist upon the urban local bodies to raise revenues and also prescribe a minimum level of civic services to be provided for. Grants for capital purposes may be extended, and remunerative enterprises, such as transportation and housing, etc., may be developed. Schemes pertaining to development should be coordinated within a framework of a master plan to be integrated within the state plan.

73. RAMAYAN PRASAD. *Local self-government in Vindhya Pradesh*. Bombay : All India Institute of Local Self-Government, 1963. (x)+220+vi p.

Ph. D. thesis, Saugar University, 1959. Also published in various issues of the Quarterly Journal of the Local Self-Government Institute during the years 1961 and 1962. The thesis is divided into twelve chapters. The first chapter 'The role of local self-government in the modern state' contains a general discussion, and the last chapter deals with village panchayats. Chapters three to eleven deal with various aspect of municipal government in the Vindhya Pradesh region of the present State of Madhya Pradesh.

74. RANGA REDDY, G. *Local government : a comparative study*. Hyderabad; Padmine Publications, 1965. xx+308 p.

Studies on the subject made as a result of the author's tours in the United Kingdom and other Western European countries. As the author has always been concerned with the implications of various practices for India, he makes a comparative study of the Indian system too.

75. ROSENTHAL, Donald B. Deference and friendship patterns in two Indian Municipal Councils. *Social Forces*, 45:2 (December 1966) 178-92.

As part of a study of politics in two Indian cities, i.e., Agra (U.P.) and Poona (Maharashtra) members of the municipal councils were asked to respond to socio-metric items dealing with deference and friendship among members of these local bodies. An index of group cohesion was used to measure responses to these items in terms of two major variables in Indian political life : caste and party. While these variables appear to be important in the identification of friends, with party being slightly more important than caste, they seem less meaningful in matters of deference. An explanation for this disparity is proposed based on the characteristics of those who scored highest on the deference item.

76. RUSSELL, Thomas Brian. *The principles of local government in England and their application in India*. Madras : P. Varadachary, 1932. vi+71 p.

The book aims at to give an idea of how the local government has developed in England, of its salient features at present, and of the extent to which the principles can be applied to India.

77. SAIN, Chater and Gopichand Goyal (Comp.). *Directory of local bodies in India*. Roorkee: Student Career Institute, n.d. 120 p.

78. SEN, A. K. Urban government. *Hindustan Times*, (19 April 1970) I ; (26 April 1970) I.

79. SHARIB, Zahurul Hassan. *Local self-government in*

relation to development in India and Pakistan. Bombay : All India Institute of Local Self-Government, 1962. 124p.

80. SHARMA, G. A. Our growing cities and priorities : problems and remedies. *Quarterly Journal of the Local Self-Government Institute*, 42:3 (January-March 1972) 179-86.

Municipalities should have a sense of purpose and priorities. They should address themselves of the solution to the urgent problems facing the local community such as providing pure drinking water, slum clearance, better transport facilities, etc. The practice of spending lavishly on civic function like addresses, etc., should be reduced to ordinary normality. Besides the priorities in social services, it is also the duty of the municipalities to regulate activities which generate economic wealth. According to the author the 14-day war with Pakistan casts special responsibility upon the municipalities of our country. He suggests the establishment of a Sena-Nazar at a suburb of every city and municipal town where about 100 to 1000 developed plots could be made available with priorities to war widows, disabled persons, ex-servicemen, and relatives of armed forces personnel.

81. SHARMA, M. P. *Local self-government in India*. 5th ed. Allahabad : Kitab Mahal, 1965. viii+175 p.

Deals with broad constitutional issues under six heads : Local functions ; Local areas and authorities ; Constitutional structure of local bodies ; Organization of local services ; Relations between the state and local authority; and Local finance.

82. SHARMA, Ramakant. *Municipal meetings*. Meerut : Rajhans Prakashan Mandir, 1965. 127 p.

83. SHARMA, S. K. and V. N. Chawla. Municipal government in India: some basic issues In S. K. Sharma and V. N. Chawla (eds.). *Municipal Administration in India: some reflections*. Jullundur, International, 1975. p. 396-439.

The issues raised are discussed under the following heads : Municipal politics ; Municipal services—Separate personnel system, Unified system, Training, Conduct and discipline, Pay scales and condition of service, Employer-employee relations—Municipal functions and powers ; Municipal finance ; State control and supervision ; and Diploma of municipal reforms.

84. SHOURIE, H. D. *Urbs India : a plan for municipal reform*. Lahore : Indian Book, 1947. 224 p.

Deals with reorganisation and development of municipal government, and analyses problems relating to government control, constitution and election, the services, the concentration of executive authority, and the scope of powers and functions of urban local bodies.

85. SINGH, S. N. The municipal corporations of Uttar Pradesh : a review. *Civic Affairs*, 21:7 (February 1974) 37-43 ; 21:8 (March 1974) 15-18.

The U.P. Nagar Mahapalika Adhiniyam, 1959 provided for the creation of the first five municipal corporations in the State. The organisation and working of these municipal corporations is examined. The impact of politics on the various aspects of civic administration is also peeped into. It has been experienced that the present organisation of municipal corporations suffers from weaknesses. The financial and administrative affairs are in great disarray. Besides genuine local level leadership, these institutions suffer from frequent interference in their working and lack of faith in their capabilities on the part of the State Government. The U. P. Nagar Mahapalika Adhiniyam needs amendment so as to suit the requirements of the organisation and society. A change in the attitude of State Government should be effected. Local leadership should be made more responsive, and there is genuine need to strengthen financial resources of these bodies.

86. SIVAKUMAR, S. S. Commune : an idiom of peoples power. *Point of View*, (15 February 1975) 24-7.
87. SIVARAMAKRISHNAN, K. C. The changing scene of urban government. *Indian Journal of Social Work*, 36 : 3-4 (October 1975-January 1976) 385-9.

Makes an assessment of some major institutional changes in the metropolitan scene of the Indian cities.

88. SRIVASTAVA, R. K. Aspects of city governments. *Overseas Hindustan Times*, (12 June 1975) 7+
89. SRIVASTAVA, S. N. The Corporation of Raipur, by S. N. Srivastava. In A. Avasthi (ed.) *Municipal Administration in India*. Agra : Lakshmi Narain Agarwal, 1972, p. 495-516.

Describes historical evolution, present structure, leadership, functions and activities, services, financial position, and state control of the Raipur Municipal Corporation. The working of the Corporation has presented a tragic picture. Certain reforms are suggested.

90. STENE, Edwin. Local government and national development. *Indian Administrative and Management Review*, 3:2 (April-June 1971) 27-9.

Gives various reasons for the important role played by local governments when they have a degree of self-government, in context of underdeveloped countries.

91. SUBRAMANIAN, N. Municipal government in the Ramanad district. *M. Litt. thesis, Annamalai University*, 1961.
92. SURI, K. B. Impact of an expanding metropolis : Bangalore : a study. *Economic and Political Weekly*, 5:1 (3 January 1970) 16-20.

This paper attempts, on the basis of available census data, to ascertain the nature of the influence of Bangalore city, on the surrounding urban settlements.

Variations in the demographic and economic characteristics of the urban communities that surround Bangalore are examined with a view to test whether these variations can be ascribed to differential access to the city.

93. VAN PUTTEN, J. G. Local government in the seventies. *International Review of Administrative Sciences*, 37:3 (1971) 225-8.

Highlights some of the signs which indicate that the period of stagnation has come to an end and the local government is on the point of entering an era of renaissance.

94. VENKATARANGAIYA, M. and M. Pattabhiram (eds.). *Local government in India : selected readings*. Calcutta : Allied Publishers, 1969. viii+515 p.

A collection of important documents, resolutions, state papers and recommendations of committees and commissions which have shaped the system of local government since the beginning of the nineteenth century. The introduction essay reviews the evolution of local government during the period. Every document is preceded by a note. Also includes extracts from articles written by leading publicists and experts.

95. VENKATARANGAIYA, M. Local self-government in India. *Quarterly Journal of the Local Self-Government Institute*, 31:2 (October-December 1960) 329-45; 31:3 (January-March 1961) 347-76.

A series of three lectures delivered in Bangalore on June 23, 24 and 25, 1960 under the auspices of Gokhale Institute of Public Affairs.

96. VERMA, M. S. Background of class I municipal boards in Uttar Pradesh. *Quarterly Journal of the Local Self-Government Institute*, 44: 3 (January-March 1974) 185-98.

- 97 VERMA, Nawal Kishore Prasad. *A brief survey of local self-government in Bihar*. Bombay : All India Institute

of Local Self-Government, 1952. 18 p.

Briefly describes the five types of local authorities in the State of Bihar, viz., municipal boards, notified area committees, district boards, union committees and village panchayats.

98. VISHNOO BHAGWAN. Municipal government and politics at Rohtak. *Ph. D. thesis, Panjab University, 1972.*
99. VISHNOO BHAGWAN. Municipal government and politics in a medium sized town. In S. K. Sharma and V. N. Chawla (eds.). *Municipal Administration in India : some reflections.* Jullundur, International, 1975. p. 307-12.

A micro-analysis of municipal government in a medium-sized town of Haryana.

HISTORICAL PERSPECTIVE

100. AMAR NATH. *The development of local self-government in the Punjab, 1849-1900*. Lahore : Punjab Government Record Office, 1929. (viii)+60+xxvi p.

101. ASHIRWAD, N. Evolution of municipal government in Anakapalle. *Journal of the Society for Study of State Government*, 8: 1 (January-March 1975) 40-6.

A research note, tracing the evolution of municipal government in Anakapalle, Visakhapatnam district of Andhra Pradesh.

102. BANERJEA, Surendranath. *A nation in making*. Calcutta : Oxford University Press, 1963. (Chapter 34 : Municipal legislation, p. 333-40).

Author's role, who was the Minister of Local Self-Government, Bengal in the enactment of Calcutta Municipal Act, 1923 and Bengal Municipal Bill is discussed.

103. BHARGAVA, M. B. L. *Local self-government in India (with special reference to the United Provinces)*. Lucknow : Upper India Publishing House, 1936. 71 p.

Deals briefly with the historical development and working of the local (rural and urban) government during the British period.

104. BORA, P. M. Growth of municipal government : a study of Marathwada region. *Quarterly Journal of the Local Self-Government Institute*, 45 : 4 & 5 (April-June & July-September 1975) 481-91.

The growth and evolution of municipal government in the Marathwada region of Maharashtra State has been painfully slow and belated. The beginning was made with the establishment of 25 municipal committees by the Nizam's government in 1931. Municipal committees

in Marathwada were neither constituted with any elective element, nor were they intended to afford opportunities for political and popular education. Indeed, before the liberation of Marathwada in 1948, no honest efforts were made to develop municipal governments as units of local self-government. Thus, the real beginning was made in 1952-53 only when the first municipal elections were held. However, as subsequent events showed, the municipal government here has not worked satisfactorily.

105. CHAUDHARY, Keshab. *Calcutta : story of its government*, by Keshab Chaudhuri. Calcutta : Orient Longman, 1973. vi+378 p.

Revised version of author's Ph. D. thesis, Calcutta University, 1969. Records chronologically the development of the municipal administration of Calcutta. Bibliography, p. 338-58.

106. CHAUDHARY, Usha Rani. Development of municipal administration in Assam, 1905-47, by Usha Rani Chaudhury. *Ph. D. thesis, Gauhati University, 1973.*

107. CONSTITUTIONAL history of Bombay Municipal Corporation, by An Observer. *Quarterly Journal of the Local Self-Government Institute*, 47:1 (July-September 1976) 24-8.

Right from 1661 when Bombay came into British possession till 1872 the civic administration of Bombay was conducted by a council or board under the supervision of the Governor with no popular control. This lack of popular control led eventually to the enactment of Municipal Act of 1872 bringing into being the Municipal Corporation of Bombay with 64 members. But further extension of local government in Bombay could be possible due to the policy of Lord Ripon and to the popular agitation for local participation in local government. The net result was the enactment of the Bombay Municipal Corporation Act of 1888. The Act is still in force and subsequent amendments have not altered its framework.

108. CROSS, Cecil Merne Putnam. *The development of self-government in India, 1858-1914*. New York : Greenwood Press, 1968. vi+248 p.

Induction of municipal government by the British was the beginning of self-government in India. This book, submitted as a dissertation for Ph.D. degree to the Graduate School of Arts and Literature, University of Chicago in 1922 traces the evolution of municipal institutions from 1858 to 1914 and its impact on political development in India during that period.

109. DASGUPTA, Hemendranath. *Deshbandhu Chittaranjan Das*. New Delhi : Publication Division, Ministry of Information and Broadcasting, 1966. (Calcutta Corporation, p. 97-9).

C. R. Das was elected Mayor of Calcutta Municipal Corporation in 1924.

110. DAVID, M. D. Growth of Bombay and its Municipal Corporation. *Quarterly Journal of the Local Self-Government Institute* 47:1 (July-September 1976) 3-23.

Briefly reviews the evolution of municipal administration. It is indicated that the growth of Bombay Municipal Corporation was closely linked with the growth of the city.

111. DEKA, Kamini Mohan. Development of municipal self-government in Gauhati. *Ph.D. thesis, Gauhati University, 1971*.

112. DIKSHIT, G. S. *Local self-government in mediaeval Karnataka*. Dharwar : Karnatak University, 1964. xii, 204 p.

Ph.D. thesis, Karnatak University, 1962. Seeks to enquire how the people of Kannada-speaking tract of the present Karnataka state governed themselves in the mediaeval period by means of their assemblies in villages and towns and in groups of villages and towns. Last two chapters (pp. 140-84) deals with town administration. Bibliography, p. 185-8.

113. FORREST, Henry Telford Stoner. *The Indian municipality and some practical hints on its everyday work*. 2nd ed. Calcutta : Thacker Spink, 1925. 149 p.

Based on the study of the Bengal and Bihar Municipal Acts, the object of the book is to train the administrators and the councillors as to what they should do to have good government.

114. GIAN PRAKASH. Developments in local government. *Indian Journal of Public Administration*, 9:3 (July-September 1963, Supplement) 201-18.

Reviews the development of local government and indicates the problems, the urban areas are facing today.

115. GOODE, S. W. *Municipal Calcutta : its institutions in their origin and growth*. Edinburgh : T & A Constable, 1916. xvi+410 p.

An historical and statistical account of the rise and growth of municipal government in Calcutta, based on the examination of various records of the Calcutta Municipal Corporation.

116. GOVIND PRASAD. Evolution of city government in Uttar Pradesh. *Civic Affairs*, 22:6 (January 1975) 31-8.

Traces the development of city government in Uttar Pradesh from the ancient times.

117. GUPTA, R. G. Growth and functioning of the Kanpur municipality, 1861-1960. *Ph. D. thesis, Agra University*, 1961.

118. HAR SWARUP. *Growth and functioning of the municipalities in Rohilkhand division (U.P.)*. Bombay : All India Institute of Local Self-Government, 1965. 196 p.

Ph.D. thesis, Agra University, 1960.

119. JAGJIT KAUR. Development of municipal corporations in India. *Bombay Civic Journal*, 23:4 (June 1976) 18+; *Civic Affairs*, 23:2 (September 1975) 11-14.

A brief review.

120. KAILASHPATI PRASAD. Growth and working of municipal self-government in Bihar, *Ph.D. thesis, Bihar University*, 1965.

121. KOGEKAR, S. V. Study of local government : a historical review. *Quarterly Journal of the Local Self-Government Institute*, 25:3 (January 1955) 624-8.

122. LAMBA, Partap Singh. Evolution of municipal government in Punjab. *Quarterly Journal of the Local Self-Government Institute*, 45:3 (January-March 1975) 419-36; 45:4 & 5 (April-June & July-September 1975) 493-506.

In two parts. In the first part the author traces the evolution of municipal government in the undivided Punjab till the establishment of the Decentralisation Commission. The second part brings the development to the present day. It is observed that the Municipal Act of 1911, the legacy of British rule, still continues to be the main statute providing the broad structure of municipal administration in Punjab.

123. LEONARD, John G. Urban government under the Raj: a case study of municipal administration in nineteenth-century South India. *Modern Asian Studies*, 7:2 (April 1973) 227-51.

124. LEWANDAWSKI, Susan J. Urban growth and municipal development in the colonial city of Madras, 1860-1900. *Journal of Asian Studies*, 34:2 (February 1975) 341-60.

Explores demographic changes in the city of Madras in the late nineteenth century and the effect these had on urban land use and patterns of settlement. Also considers measures taken by the Madras Municipality to deal with increased pressure on urban facilities resulting from an expanded population.

125. LINDSAY, J. H. Local self-government. In *The Cambridge history of India*; vol. 6. *The Indian empire, 1858-1918*; ed. by H. H. Dodwell. London : Cambridge University Press, 1932, p. 511-37.

126. MANGUDKAR, Mankik Padmanna. The constitutional development of local self-government in India during the last 100 years. *Quarterly Journal of the Local Self-Government Institute*, 25:3 (January 1955) 629-39.

127. MANGUDKAR, Mankik Padmanna. Municipal government in Poona, 1882-1947 : a case study. *Ph. D. thesis, Poona University, 1957.*

128. MASANI, R. P. *Evolution of local self-government in Bombay*. London : Oxford University Press, 1929. 421 p.

A historical survey of local government (rural and urban) in the Bombay Presidency.

129. MATHUR, Prakash Lal. The development of local self-government in the former state of Jodhpur, 1884-1949. *Ph. D. thesis, Jodhpur University, 1968.*

130. MUKHERJEE, Radhakumud. *Local government in ancient India*, by Radhakumud Mookerji. Delhi : Motilal Banarsidas, 1958. xxvi+12+338 p.

Reprint of 1920 (2nd) ed., Oxford University Press, London. Traces the origin and development of various self-governing local institutions in ancient India.

131. MUKHERJEE, Subrata Kumar. Evolution of municipal government in West Bengal since 1864. *Quarterly Journal of the Local Self-Government Institute*, 42:3 (January-March 1972) 234-43.

Traces the history of evolution of municipal government in West Bengal from 1864-1882, which covers two stages of the government. The third stage begins with

the historic announcement of Lord Ripon on 'Local Self-Government'. The dominant motive behind all the municipal statutes in the two stages has to relieve imperial finances for sanitation and other local services such as lighting or watering any public streets, and not the granting of self-government to local people.

132. MUNICIPAL CORPORATIONS in U.P. : a historical note. *Civic Affairs*, 11:5 (December 1963) 15-20.

133. NEELAKANTAN NAIR, K. *Growth and development of local bodies in Kerala*. Bombay : All-India Institute of Local Self-Government, 1962. 102+9 p.

134. PANDYA, P. C. Development of Greater Bombay : 20 years perspective. *Bombay Civic Journal*, 16:4 (June 1969) 9-12.

A paper read by the Municipal Secretary, at the seminar organised by the Bombay Civic Trust.

135. PILLAY, K. K. *History of local self-government in the Madras Presidency, 1850-1919*. Bombay : Local Self-Government Institute, 1953. 10+240+16+xi p.

Ph. D. thesis, Oxford University, 1944. Traces the rise and growth of the local self-government in the Madras Presidency. Bibliography, p. 1-13 at end.

136. PULPARAMPIL, John K. *Nation building from below : a historical study of the municipal government system of an Indian state*. New Delhi : Amarko Book Agency, 1977. xii+143 p.

The study takes the case of municipal government system of Gujarat State as a sample to provide insights into the totality of the system for the whole of India. The discussions are organised into five chapters : (1) Nation-building from below; (2) Indian municipal system; (3) Urban Gujarat; (4) Institutional framework of the Gujarat municipal system; (5) A behavioural profile.

137. SAXENA, K. S. Role of the Nagaradhyaksha in the administration of ancient Kashmir. *Quarterly Journal of the Local Self-Government Institute*, 44:2 (October-December 1973) 157-63.
138. SHAH, Rasikchandra G. *The growth of local self-government in the province of Bombay since 1858*. Bombay : Local Self-Government Institute, 1953. 4+140 p.
Contents : Local government and local self-government; Municipal Corporation of Bombay; Growth of Municipal government in the mofussil; Notified area committees and cantonments; Local boards; Village self-government; Conclusion and future development.
139. SHARIB, Zahurul Hassan. Development of town area committees in Uttar Pradesh. *Quarterly Journal of the Local Self-Government Institute*, 27:1 (July-September 1956) 66-88; 27:2 (October-December 1956) 224-49.
Contents : 1. The historical background; 2. Declaration and definition of town area; 3. Constitution of town area committees; 4. Powers and duties of town area committees; 5. Election qualifications and election petitions; 6. Finances of town area; 7. Relations with other local bodies; 8. External control; and 9. Conclusion.
140. SHARMA, S. L. Local self-government experiment in India. *Quarterly Journal of the Local Self-Government Institute*, 27:2 (October-December 1956) 133-57.
A brief historical review of local government, both rural and urban in India.
141. SOMASEKHARA RAU, M. P. Growth of local self-government in Bangalore city. *Public Affairs*, 12:3 (March 1968) 52-60; 12:4 (April 1968) 81-8; 12: 5 (May 1968) 106-12.

Sampige Venkatapathaiya Memorial Lecture for 1964 delivered on 25th July 1964 at the Gokhale Institute of Public Affairs.

142. SOMASEKHARA RAU, M. P. *Growth of local self-government in Bangalore city, with an appendix of personal reminiscences*, by D. V. G. Bangalore : Gokhale Institute of Public Affairs, 1968. 34 p.
143. SRIVASTAVA, Nirankar Prasad. *Growth of local government in U. P. since 1919. Ph. D. thesis, Lucknow University, 1962.*
144. THAKORE, J. M. *Development of local self-government in Bombay and Saurashtra*. Bombay : Local Self-Government Institute, 1957. iv+4+158 p.

Assimilation of a series of lectures given to the students of the Saurashtra and Kutch States at the Local Self-Government Diploma Training Centre at Rajkot. Also appendices "Principle of Local Self-Government". p. 124-58.

145. TINKER, Hugh. *The foundations of local self-government in India, Pakistan and Burma*. Bombay : Lalvani, 1967. xxiv+376 p.

Ph. D. thesis, London University, 1951-52. A pioneer study describing the local authorities (urban as well as rural) of yesterday in the Indian sub-continent. Bibliography, p. 355-60.

146. VASUDEVA, K. G. *Local self government in mediaeval period. Quarterly Journal of the Local Self-Government Institute*, 43:3 (January-March 1973) 143-7.

The author traces, in brief, the history of local self-government in India. He concludes that in big cities and towns of India there were institutions which corresponded in many ways to the present municipal boards and corporations. It may be said that these corporations and other local institutions seemed to have evolved from the city councils of ancient and medieval India. It is, therefore, incorrect to say, he observes, that the present-day local self-government institutions owe their origin to the British rule.

147. VENKATA RAO, V. *Hundred years of local self-government in the Andhra and Madras states, 1850-1950*. Bombay: Local Self-Government Institute, 1960. vi+iv+504+xi p.

Deals with various branches of local self-government in the states of Andhra and Madras in seven parts. The first part deals with government machinery, the second with powers and functions, the third with local finance, the fourth with administrative machinery, the fifth with personnel administration, the sixth with external relations of the local authorities and the final part with the main conclusions. Bibliography, p. 1-vi at end.

148. VENKATA RAO, V. *A hundred years of local self-government in Assam*, 2nd ed. Gauhati: Bani Prakash Mandir, 1965. 12+551 p.

D. Litt. thesis, Allahabad University. In seven parts: Historical background; Constitutional Structure; Functions; Local finance; Municipal civil service; Inter-governmental relations; and Conclusions.

149. VIDYARTHI, N. Historical survey of local self-government in India till the beginning of British rule in India. *Quarterly Journal of the Local Self-Government Institute*, 23: 2 (October-December 1952) 189-96.

150. WACHA, Dinshaw Edulji. *The rise and growth of Bombay municipal government*. Madras: G. A. Natesan, 1913. 455+ii p.

MUNICIPAL LEGISLATION

151. AGRAWAL, R. D. Law of municipal corporations. Allahabad : Law Book, 1969. liv+622 p.

A topic-wise treatment of numerous enactments.

152. BALACHANDRAN, M. K. Legal framework of municipal management : some aspects. *Nagarlok*, 5:4 (October-December 1973) 37-43.

Attempts to throw some light on the legal framework within which the municipal management has to function in dealing with municipal administration. Since municipal activities are governed by the rule of *Ultra Vires*, the management has to show sufficient statutory authority for all their actions. Necessary legislative changes will have to be brought about before undertaking new ventures. Regarding tort liability, the recent trend in litigation indicates the citizens' awareness of their rights against wrongful acts of the authorities. In matters related to staff control, the rigid legalistic approach may be harmful, but when the conduct of employees demand severe action, the management should not only be stern and impartial but should also conform to the relevant rules and regulations.

153. BARFIVALA, Chunilal D. (ed.) *Cases on local self government acts (Bombay and Gujarat cases) 1900-1963*. Bombay : All India Institute of Local Self-Government, 1964. xx+1210 p.

Contains summaries of all cases decided by the High Court of Bombay under the local self-government acts of the former State of Bombay and reported in the Indian Law Reports, Bombay Services, and the Bombay Law Reporter during the last sixtyfive years.

154. BARFIVALA, Chunilal D. *Cases on local self-government acts (Bombay series)*. Bombay : Local Self-Government Institute, 1939. xviii+396 p.

Contains the summaries of all cases decided by the High Court of Bombay under the local self-government acts of the province, and reported in the Indian Law Reports, Bombay Series, and the Bombay Law Reporter during the last forty years.

155. DESHPANDE, A. S. *Law of municipal elections in India*. Bombay : N.R. Bhalerao, 1970. 384 p.

156. GADHOK, D. N. Laws of meetings of municipal corporations. *Nagarlok*, 3:3 (July-September 1971) 31-40.

The object of this paper is to discuss the problems relating to the meetings of municipal corporations. There are no uniform laws of meeting of the municipal corporations in India. It is suggested that it would be advantageous if corporations are able to give themselves rules and procedure drawn up on their experience.

157. GUJARAT. Panchayats, Housing and Urban Development. *Model by-laws and model rules of municipalities in Gujarat State*. Gandhinagar, 1978. 2 v.

158. INDIAN Institute of Public Administration. Centre for Urban Studies. *Proposals for model legislation for municipal corporations*. New Delhi : IIPA, CUS, 1977. viii+367 p.

Prepared in the Institute's Centre for Municipal Administration (now Centre for Urban Studies) to provide a synthesis of the various legislations on municipal corporations in the country and arrive at a consensus regarding the executive system.

159. INDIAN Institute of Public Administration. Centre for Training and Research in Municipal Administration. *Seminar on problems in municipal laws (December 20-21,*

1971). New Delhi : IIPA, CUS, 1971. Various pagination. (Mimeo.)

Papers presented : State control of municipal bodies, by O.P. Jain ; Problems in municipal laws, by R. K. Bharadwaj ; Paper on (i) State control of municipal bodies, (ii) Problem of delegation, (iii) Suits against municipalities, and (iv) Status of municipal employees, by Madan Jha ; State control of municipal bodies : issues in supersession orders, by M. Bhattacharya ; Status of municipal employees in India, by Om Prakash Motiwal ; Suits against municipalities and other judicial remedies, by S. N. Jain ; State control of municipal bodies, by M. P. Jain ; Problem of delegation, by M. K. Balachandran ; Judicial approach to delegation of power to municipal bodies, by Sheo Narain Singh.

160. JAMES, P.A. and A. Amruth Rao. The Andhra Pradesh Municipalities Act, 1965 : an analysis. *Nagarlok*, 4 : 3 (July-September 1972) 28-33.

The Act contains 391 clauses arranged under seven parts with VIII schedules and an appendix. These are the following features of this Act : (a) Its area of jurisdiction which is co-terminous with that of the State ; (b) The Executive Committee is constituted for the first time ; (c) The office of the Secretary is instituted ; (d) There are four authorities ; (e) The term of the council has been fixed at five years ; (f) The chairman is vested with veto powers ; (g) Municipalities could only be dissolved ; (h) The Government is vested with power to constitute water boards for local authorities ; (i) Advertisement tax is introduced, octroi, toll tax and tax on motor vehicles are abolished. The author opines that keeping the Commissioner under the administrative control of the Chairman does not appear to be solution for harmonious relations between them.

161. MAHARASHTRA, Committee for Revision of the Acts Relating to Municipal Corporations in Maharashtra State, 1963. *Report*. Bombay, 1965. 68 p.

Chairman : Rafiq Zakaria. Terms of reference : To advise government as to: (i) how the various Municipal Corporation Acts in operation in the State of Maharashtra should be revised with a view to determine the powers of the Mayor and the elected body vis-a-vis the powers of the Municipal Commissioner ; and (ii) what the changes are necessary in various Acts in consonance with the existing circumstances.

162. PANDYA, P.C. Seminar on municipal laws (20-21 December 1971). *Bombay Civic Journal*, 18 : 1 (January 1972) 19-22.

163. PREM, Daulatram. *Prem's law of municipal and company meetings 1957*. New Delhi : Arora Law House, 1957. 146 p.

Two subjects—municipal meetings and company meetings—are taken together in view of the common principles adherence. Both Indian and British case law is embodied.

164. RAJADHYAKSHA, N. D. and Ramakant M. Lotlikar. *Municipal case law*. Bombay : All India Institute of Local Self-Government, 1976. 644 p.

A collection of cases on various aspects of municipal law decided by the Supreme Court and the High Courts in India.

165. SHAH, Rancchodlal M. *Municipal election laws in India*. Bombay : All India Institute of Local Self-Government, Regional Centre for Research & Training in Municipal Administration, 1976. 948 p.

MUNICIPAL CORPORATION ACTS

166. THE BOMBAY Municipal Corporation Act, 1888.
167. THE BOMBAY Provincial Municipal Corporation Act, 1949.

168. THE CALCUTTA Municipal Act, 1951.
169. THE CHANDERNAGORE Municipal Act, 1955.
170. THE CITY OF BANGALORE Municipal Corporation Act, 1949.
171. THE DELHI Municipal Corporation Act, 1957.
172. THE GAUHATI Municipal Corporation Act, 1969.
173. THE HYDERABAD Municipal Corporation Act, 1955.
174. THE KARNATAK Municipal Corporation Act, 1977.
175. THE KERALA Municipal Corporation Act, 1964.
176. THE MADHYA PRADESH Municipal Corporation Act, 1956.
177. THE MADRAS City Municipal Corporation Act, 1919.
178. THE MADURAI City Municipal Corporation Act, 1971.
179. THE PATNA Municipal Corporation Act, 1951.
180. THE PUNJAB Municipal Corporation Act, 1976.
181. THE U. P. Nagar Mahapalika Adhiniyam, 1959.

MUNICIPALITIES ACTS

182. THE ANDAMAN & Nicobar Islands (Municipal Boards) Regulation, 1957.
183. THE ANDHRA PRADESH Municipalities Act, 1965.
184. THE ASSAM Municipal Act, 1956.
185. THE BENGAL Municipal Act 1932

186. THE BIHAR and Orissa Municipal Act, 1922.
187. THE GOA, Daman and Diu Municipalities Act, 1978.
188. THE GUJARAT Municipalities Act, 1963.
189. THE HARYANA Municipal Act, 1973.
190. THE HIMACHAL PRADESH Municipal Act, 1968.
191. THE JAMMU and Kashmir Municipal Act of 2008
(1951 A. D.),
192. THE KERALA Municipalities Act, 1960.
193. THE MADHYA PRADESH Municipalities Act, 1961.
194. THE MADRAS District Municipalities Act, 1920.
195. THE MAHARASHTRA Municipalities Act, 1965.
196. THE MANIPUR Municipal Act, 1976.
197. THE MYSORE Municipalities Act, 1964.
198. THE ORISSA Municipal Act, 1950.
199. THE PUNJAB Municipal Act, 1911.
200. THE RAJASTHAN Municipalities Act, 1959.
201. THE U. P. Municipalities Act, 1916.

TOWN AREAS ACTS

202. THE BHOPAL State Town Area Act, 1954.
203. THE COOCH BIHAR Town Committee Act, 1903.
204. THE GURUVAYUR Township Act, 1961.

205. THE JAMMU and Kashmir Town Area Act. 2011
(1945 A. D.).

206. THE PUNJAB Small Towns Act, 1922.

207. THE U. P. Town Areas Act, 1914.

CANTONMENTS ACT

208. THE Cantonments Act, 1924.

POLITICS (INCLUDING ELECTIONS)

209. ABRAHAM, A. S. Much-vaunted "victory". *Times Weekly*, (15 April 1973) 4.
210. ACHUTHA MENON, C. UF setback in Kerala municipal elections. *New Age*, (5 May 1968) 3.
211. AGRAWAL, Binod Chand. Cultural factors in political decision-making: a small town election in India. *Economic and Political Weekly*, (20 February 1971) 495-502.

Based on the data collected in the small town of Badnawar (Madhya Pradesh) an analysis is attempted in this article to discover how cultural factors have impinged on political decision-making. The analysis is carried through an examination of (1) the pre-election methods of candidate-selection, (2) the methods of political campaigning, and (3) the manipulation of political symbols.

212. AGRAWAL, Binod Chand. Democratization of a traditional culture: the political decision-making in a small town of India. *Eastern Anthropologist*, 26 : 1 (January-March 1973) 47-55.

Aims to show how democracy as one kind of political ideology is going through change according to the values of a small town, Badnawar (M. P.), where a formal political apparatus was introduced by creating a municipality in 1961 under the revised municipality act.

213. ALI ASHRAF. *Government and politics of big cities: an Indian case*. Delhi: Concept Publishing Co., 1977. xviii+201 p.

Bibliography, p. 186-94. Taking the cities of Calcutta, Kanpur and Ahmedabad as base, this study focuses

upon the nature of politics in these cities and its impact on their growth.

214. ALI ASHRAF. Politics and performance in municipal government. *Political Science Review*, 16 : 2 (April-June 1977) 71-81.

Analyses the politics and performance of municipal governments in Calcutta, Kanpur and Ahmedabad. An attempt is made to understand on the basis of the socio-cultural milieu, the evolution of municipal government and local leadership, and the pattern of institutional development and performance. Given the socio-cultural and economic conditions, it is the nature of political forces that makes the difference to the decision-making process. The administrative consequences of the political forces and processes are examined in terms of the functions and the organizational development of municipal corporation. This is comparative study not only of three cities, but also of three political systems with remarkably different capabilities to perform their functions. In terms of institution-building Calcutta and Kanpur are caught in a vicious circle of shrinking authority and poor performance, while Ahmedabad Corporation has been able to expand its activities, maintain its authority and improve its viability.

215. ALI ASHRAF. Politics of urban development : the case of Calcutta. *Ph. D. thesis, Cornell University*, 1970.
216. AMERICAN Political Science Association. *Indian urban politics workshop (Conrad Hilton Hotel, Chicago, Illinois, September 7-11. 1971)* Chicago : APSA, 1971. v p. (Mimeo).

Contents : Political, cultural and the comparative analysis of urban political systems : the case of Madras city, Tamil Nadu, Marguerite Ross Barnett ; The municipal administrative process in Lucknow, India, by Roderick Church : Political structure and recruitment pattern in an Indian city : a note on theory and method,

by Rodney W. Jones : Indian urban politics : citizen, administrator, and councillor in Delhi, by Philip Oldenburg ; Urban politics in India, the case of Nagpur, by Robert G. Wirsing.

217. APPA RAO, T. Parties and politics in the Corporation of Hyderabad. *Quarterly Journal of the Local Self-Government Institute*, 45 : 3 (January-March 1975) 411-18.

The role played by the political parties in the Hyderabad City Municipal Corporation since its inception in 1955 is analysed. It is found that political parties fail to offer distinct alternative programmes for local development and the solution of civic problems. They reflect the same game of power struggle, same rivalries and consequent bitterness as they do at the national and state levels.

218. BADHE, G. S. and M. U. Rao. Bombay civic elections of 1968. *Quarterly Journal of the Local Self-Government Institute*, 39 : 1 (July-September 1968) 1-20 ; *Bombay Civic Journal*, 15 : 7 (September 1968) 26-31.

Deals with the municipal elections in Greater Bombay held in March 1968.

219. BADHE, G. S. and M. U. Rao. *The Bombay civic election of 1968*. Bombay : Regional Centre for Research and Training in Municipal Administration, All India Institute of Local Self-Government, 1970. x+246 p.

Bibliography, p. 245-6. In three parts. Part I deals with the background, the historical and democratic evolution of the municipal government of Greater Bombay. Part II is devoted to election survey and its study. Part III contains extracts from "Manifestoes", "Appeals", "Election Rules", etc.

220. BADHE, G. S. and M. U. Rao. Political parties at municipal level. *Journal of the University of Bombay (Arts)*, 39 : 75 (October 1970) 250-67.

221. BARFIVALA, Chunilal D. Political parties in local bodies. *Bombay Civic Journal*, 5 : 11 (January 1959) 23+

Briefly discusses the merits and demerits of the issue and agrees with the consensus of opinion which the author considers, is against the participation of political parties in local bodies.

222. BAYLY, C. A. The growth of political organization in the Allahabad locality, 1880-1925. *Ph. D. Thesis, Oxford University, 1970.*

223. BHAMBHRI, C. P. and P. C. Mathur. Elections to the Jaipur Municipal Council (a case study against the Rajasthan perspective). *Quarterly Journal of the Local Self-Government Institute*, 35 : 2 (October-December 1964) 190-204.

An empirical study of the elections to the Jaipur Municipality held in December 1963.

224. BHAMBHRI, C. P. Municipal elections in a capital city : Rajasthan experience. In S. K. Sharma and V. N. Chawla (eds.), *Municipal administration in India : some reflections*. Jullundur : International, 1975, p. 240-49.

An empirical case study of the Jaipur Municipality elections held in December 1963.

225. BHAMBHRI, C. P. and P. S. Verma. *The urban voter : municipal elections in Rajasthan ; an empirical study*. Delhi : National, 1973. viii+222 p.

The study discusses voting behaviour of the sample electorates in the five towns of the State of Rajasthan (Ajmer, Alwar, Bikaner, Jaipur and Kota) during the municipal elections held in October 1970, in the context of their level of political and electoral awareness, political participation, campaign exposure, exposure to media of communication, image of the contesting candidates, voting preferences and pattern of leadership.

226. BHARDWAJ, Brij. Abdullah exploited religious sentiments. *Hindustan Times*, (19 September 1972) 5.
227. BHARGAVA, B. S. Political parties and local government in global perspectives. *Political Scientist*, 12-13 (1975-77) 40-50.

The factors affecting the topic 'political parties and local government in its global perspective' are discussed, keeping in view the institutions and practices in different countries. The factors are : nature of state/government, local government system, type of political party/parties at both national and local level, and the sufficiency of existing literature (specially comparative) in the field of local government.

228. CASHMAN, R. I. First municipal election held in Bombay in the year 1873. *Bombay Civic Journal*, 21 : 10 (December 1974) 6-7.

229. CHANDIDAS, Raj. Elections to Delhi Metropolitan Council : an analysis of electoral and ecological variables. *Economic and Political Weekly*, (21-28 June 1975) 964-73.

Makes an analysis of the elections to Delhi Metropolitan Council, based on the data drawn from the 1972 election returns, brought out by the Press Information Bureau of the Government of India in the light of the socio economic data based on the 1961 Census of India.

230. CURTIS, D. City politics and administration. *Nagar-lok*, 8 : 3 (July-September 1976) 103-7.

A review article. The book under review is : "Urban Politics in India, by Rodney W. Jones, Vikas Publishing House, Delhi, 1974."

231. DANG, Satyapal. Experience of 20 years : how CPI runs a municipality. *New Age*, (17 September 1972) 5.

Achievements of Chheharta Municipality (Punjab) governed by the Communist Party of India during 1953 to 1972.

232. DARSHANKAR, Arjun Rao and K. R. Bang. Municipal election and emerging leadership. *Quarterly Journal of the Local Self-Government Institute*, 46 : 4 (April-June 1976) 694-707.

Attempts to study the emerging political leadership in an urban area of Maharashtra State at the local level. Conducted jointly by two Professors the study relates to a cosmopolitan town, Purli-Vajjnath in the Bhir district. The authors study the pattern of leadership from the point of view of age, education, occupation and caste by collecting sizable data. The analysis shows that the voters favour electing younger people for leadership. Although caste played a significant role in the election of the leadership, yet its role is not decisive. People from business community take much interest in the municipal politics.

233. DEVA RAJ. The Political context of municipal management. *Nagarlok*, 5 : 4 (October-December 1973) 5-9.

Local government institutions function firstly as instruments of local democracy and secondly as agencies for management of public utilities and municipal services. Any organisational pattern that fails to reconcile the two objective of democratic aspirations and effective delivery of civic services would generate conflict and undermine the standing of self governing institutions apart from causing deterioration in the civic services. In this connection the executive structure and the roles of the municipal council and the State Government are examined. It is brought out in the light of experience that the twin objectives cannot be achieved without a strong unified execution. Only a bold approach to structural organisation with assignment of proper roles to the State Government and the deliberative and executive organs can restore local government to its rightful place in national policy.

234. DOBBIN, Christine. *Urban leadership in Western India : politics and communities in Bombay city 1840-1885*.

London : Oxford University Press, 1972. 305 p. Ph. D. thesis. Oxford University, 1967-68.

235. FUREDY, Christine. Municipal politics in Calcutta : elite groups and the Calcutta Corporation, 1875 to 1900. Ph. D. thesis, Sussex University, 1970.
236. GOULD, Harold A. Local government roots of contemporary Indian politics. *Economic and Political Weekly*. (13 February 1971) 457-64.

The Indian politics as observed since independence is not a case of degeneration. It evoked through paying almost exclusive attention to the deeds and conclaves of the topmost levels of the political elite to the virtual exclusion of what was going on for almost half a century in localised political settings. It is argued that crucial aspects of the styles and forms of Indian politics which emerged after independence were evolved in hundreds of local political bodies, i.e., town, municipal and district boards because it was here alone that the British first allowed significant numbers of ordinary citizens to play anything like serious roles.

237. JHA, Chetakar. Maladies of municipal politics. *Nagar-lok*, 2 : (January-March 1970) 5-7.

The urban politics is responsible for inefficiency in municipal administration. Scholars and students of politics can play a major role by popular political education of the masses which may lead to the efficiency of urban administration.

238. JONES, Rodney W. *Urban politics in India : area power and policy in a penetrated system*. Delhi : Vikas, 1975. xviii + 420 p.

Bibliography, p. 391-405. A study of politics of the city of Indore (M. P.) which shows how the components of urban government and political organization respond to demands and manage conflict in a sometime untidy but reasonably efficacious manner. The centralization

of power and authority over urban affairs by the state government, and its functional consequences provide author's theoretical focus. Effects of linkages between state and locality on key results in local elections, leadership changes, functional dominance, and policy making are traced.

239. KAPOOR, Kishori. Municipal elections in a small Punjab town (a case study of Chheharta municipal elections), by Kishore Kapur. *Quarterly Journal of the Local Self-Government Institute*, 36 : 2 (October-December 1965) 157-76.

Aims at the analysis of the leadership pattern of the contesting candidates ; nature of electoral campaign and the factors determining voters choice.

240. KARLEKAR, Hiranmay. West Bengal civic polls : some pointers. *Now*, (7 June 1968) 8-10.

241. KELKAR, K. R. Reminiscences of a former election officer : first elections of the Municipal Corporation of Greater Bombay on adult suffrage. *Bombay Civic Journal*, 15 : 1 (March 1968) 4-5.

Reminiscences of the author who conducted 1948 and 1952 elections of the Municipal Corporation of Greater Bombay as Election and Town Duty Officer.

242. KHANDKAR, L. R. Madhya Pradesh municipal election results : eye opener to all left and democratic parties. *New Age*, (12 January 1969) 4.

An analysis of Madhya Pradesh Municipal election held in 1968.

243. McCANDLESS, Carl A. *Urban government and politics*. New York : McGraw-Hill, 1970. x+517 p.

Presents a study of city government. Analyses various kinds of laws and institutions in terms of how they affect political decisions. Attention is also drawn to the nature of conflicts that arise in urban societies due to these laws and institutions.

244. MAHARASHTRA. Committee to Review the System of Direct Election of Municipal President. *Report*. Bombay, 1976. 31 p.

Committee appointed : 14-4-1975. *Chairman* : S. S. Dighe. *Terms of reference* : To examine (1) The suitability or otherwise of the system of direct election to the office of the President. (2) The necessity and desirability of the protection given to the President by the Act. (3) The stability of the existing system of resolving disputes and conflicts between the President and the Council, including the provision for the removal of the President and dissolution of the Council. (4) In case the present system is to continue, the changes which may be necessary to make it more workable.

245. MANCHANDA, B. S. Sample report on civic elections. *Election Archives*, 8 (December 1971) 52-61.

The author, then Commissioner, Delhi Corporation provides a background on electoral activity in Delhi before and after independence.

246. MAYER, Ardine C. Municipal elections : a Central Indian case study. In C. H. Philips (ed.) *Politics and Society in India*. London : Allen & Unwin, 1963, p. 115-32.

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247. MISHRA, S. N. Leadership in urban government : a case study in organisation and political background of urban leadership. *Nagarlok*, 9 : 1 (January-March 1977) 18-29.

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were served on all the thirtytwo elected and two coopted councillors.

The analysis has shown that the councillors had a considerably rich political background and organisational experience.

248. NAIR, V. M. Kerala United Front was divided against itself and fell. *Statesman*, (29 April 1968) 9.

249. NORMAN, Robert T. Urban political development : India. *Journal of Comparative Administration*, 4 : 1 (May 1972) 59-86.

250. OZA, R. M. Few glimpses of the evolution of franchise in Bombay. *Bombay Civic Journal*, 14 : 11 (March 1968) 9-10.

Briefly reviews the evolution of franchise from the year 1872.

251. OZA, R. M. Look back into the electrol wards and rolls for a century (1872-73). *Bombay Civic Journal*, 19 : 12 (February 1973) 18-20.

252. PLANKETT, Hugh S. Pragmatic politics in a Rajasthan town : case study of a municipal election. *Economic and Political Weekly*, (4 December 1971) 2442-8.

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253. PREM KUMAR. Bid for better Delhi though powerless. *Statesman*, (25 January 1971) 9.

254. PURI, Balraj. Basis for a new edifice ? *Economic and Political Weekly*, (7 October 1972) 2056-7.

Analyses the outcome of municipal election held in the state of Jammu and Kashmir during the year 1972.

255. PUROHIT, Vinayak. Bombay civic elections : some disquieting revelations. *Hindustan Times*, (9 May 1968) 9.

256. RAGHAVIAH, Y. Political parties and municipal government : an enquiry. *Journal of the Society for Study of State Governments*, 8 : 3-4 (July-December 1975) 160-4.

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257. RAO, C. B. Local elections and politics. *Indian Journal of Public Administration*, 14 : 3 (July-September 1968) 533-7.

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258. ROBINSON, Francis. Municipal government and Muslim separatism in the United Provinces, 1883 to 1916. *Modern Asian Studies*. 7 : 3 (July 1973) 389-441.

259. ROSENTHAL, Donald B. Factions and alliances in Indian city politics. *Midwest Journal of Political Science*, 10 : 3 (August 1966) 320-49.

Indicates a close connection between state and local politics in India. Observes that the nature of state politics is a significant parameter for an adequate understanding of local politics. On the basis of the materials collected in Agra and Poona, makes certain generalisations about the conditions under which alliances are likely to form and disintegrate in local political systems.

260. ROSENTHAL, Donald B. *The limited elite : politics and government in two Indian cities*. Chicago : University of Chicago Press; 1970. 370 p.

This study is based on extensive field work in Agra and Poona and is a pioneering work in the field of urban politics in India. The data and information for

the study were gathered during 1963-64 and 1968. The study deals with the roles of the political parties and social groups in political life, the recruitment and socialisation of individuals into municipal government the actual activities performed by the actors in municipal politics and the interaction between the elected civic leaders and the administrative officials. It contains a detailed analysis of the socio-economic background of the councillors in the two cities and the intergroup relations in the two Municipal Corporations.

261. SHAH, Natwarlal. Ahmedabad elections : has Congress won ? *Janata*, (25 May 1969) 9-10.

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262. SHARMA, B. A. V. and R. T. Jangam. *The Bombay Municipal Corporation : an election study*. Bombay : Popular, 1962. xii+170 p.

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263. SHARMA, C. L. Changing patterns of leadership and power structure in local self-government of a city in Rajasthan. *Indian Journal of Political Science*, 36 : 1 (January-March 1975) 80-94.

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264. SHARMA, C. L. Power structure and party politics in two local organisations : a study in urban politics of a town in Rajasthan. *Indian Political Science Review*, 6 : 2 (April-September 1972) 193-202.

265. SINGH S. N. Leadership in local government. *Quarterly*

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(January-March 1971) 305-9.

266. SRINIVASAN. R. and B. A. V. Sharma. Politics in urban India : a case study of four corporations. *Quarterly Journal of the Local Self-Government Institute*, 37 : 2 (October-December 1966) 177-212.

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267. SRIVASTAVA, Gur Sharan Lal. *U. P. municipal elections and election petitions*. Agra : Wadhwa, 1951. 204 p.

268. SUBRAHMANYAM, M. Inter-constituency differences in polling rates : a case study. *Political Science Review*, 8 : 1 (January-March 1969) 103-10.

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269. VENKATESWARAN, V. Congress gets a jolt in Bombay civic elections. *Hindu*, (14 March 1973) 8.

270. VENKATESWARAN, V. Where Jan Sangh calls the tune. *Hindu*, (20 November 1976) 8.

271. VERMA, Devendra Pal. Municipal elections in Hoshiarpur : a field study. *Quarterly Journal of the Local Self-Government Institute*, 32 : 3 (January-March 1962).

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272. VERMA, Nawal Kishore Prasad. Local franchise in Bihar : a short history. *Quarterly Journal of the Local Self-Government Institute*, 35 : 3 (January-March 1965) 269-84 ; 35-4 (April-June 1965) 389-416.

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enquire what were the circumstances which led to the growth of democracy in the local bodies of Bihar.

273. VERMA, Pratap Singh. Civic elections and the dominance of the higher social sections : the study of municipal elections in Kota. *Indian Political Science Review*, 6 : 2 (April-September 1972) 177-92.
274. WIRSING, Robert G. *Socialist society and free enterprise politics : a study of voluntary associations in urban India*. New Delhi : Vikas, 1977. xvi+214 p.

Based on interviews of over 300 local political leaders in the city of Nagpur, the study reveals the political role of the local voluntary associations in urban setting.

ORGANISATION AND ADMINISTRATION

275. AGRAWAL, R. N. *Delhi Municipal Committee*, by R. N. Agarwal. Bombay : All India Institute of Local Self-Government, 1955. 16 p.

A general survey of constitution and functions.

276. ALI ASHRAF and Leslie P. Green. Calcutta. In William A. Robson and D. E. Regan (eds). *Great cities of the world : their government, politics and planning*. 3rd ed ; Vol. 1. London : Allen & Unwin, 1972, p. 295-330.

277. ALI ASHRAF. *The city government of Calcutta : a study of inertia*. Bombay : Asia Publishing House for Institute of Public Administration, New York, 1966. xiv+126 p.

Bibliography, p. 125-6. Intends as an exercise in the critical appraisal of Calcutta's city government, from the point of view of its functions as a development agency.

278. ALL-INDIA Institute of Local Self-Government. *Corporation of Madras*. Bombay : AILSG, 1952. 40 p.

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279. ALL INDIA Institute of Local Self-Government. *The Municipal Corporation of Greater Bombay*. Bombay : AILSG, 1951. 33 p.

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280. ALL-INDIA Institute of Local Self-Government. *Poona Municipal Corporation*. Bombay : AILSG, 1953. 29 p.

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281. ALL-INDIA Institute of Local Self-Government.

Secunderabad Municipal Corporation. *Quarterly Journal of the Local Self-Government Institute*, 26 : 3 (January-March 1956) 333-73.

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282. AVASTHI, A. (ed.) *Municipal administration in India*. Agra : Lakshmi Narain Agarwal, 1972. xvii+539 p.

Published to commemorate the memory of late Dr. M. P. Sharma. *Contents* : 1. Problems of urban government, by Girijapati Mukharji ; 2. Training in municipal administration in India, by Deva Raj ; 3. Government control and assistance to the municipal bodies, by A. Avasthi ; 4. Public participation in local government, by A. P. Awasthi ; 5. Municipal administration in Andhra Pradesh, by G. Ram Reddy ; 6. Municipal administration in Assam, by V. Venkata Rao ; 7. Municipal government in Bihar, by Chetakar Jha ; 8. Municipal administration in Gujarat, Reproduced from Report of Rural-Urban Relationship Committee, vol, II ; 9. Municipal administration in Haryana, by A. R. Tyagi ; 10. Municipal administration in Jammu & Kashmir, Reproduced from Report of Rural-Urban Relationship Committee, Vol. II ; 11. Municipal administration in Kerala, by N. R. Visalakshi ; 12. Municipal administration in Madhya Pradesh, by S. M. Jambholkar ; 13. Municipal administration in Maharashtra, by N. R. Inamdar ; 14. Municipal administration in Mysore, Reproduced from Report of Rural-Urban Relationship Committee, Vol. II ; 15. Municipal administration in Orissa, by A. P. Padhi ; 16. Municipal administration in Punjab, by B. S. Khanna and S. K. Sharma ; 17. Municipal administration in Rajasthan, by D. S. Chaudhary ; 18. Municipal administration in Tamil Nadu, by S. Ramanathan ; 19. Municipal administration in Uttar Pradesh, by R. B. Das ; 20. Municipal administration in West Bengal, by Abhijit Datta ; 21. The Corporation of Bombay, by N. B. Rangnekar ; 22. The Corporation of Calcutta, by Mohit Bhattacharya ; 23. The Corporation of Delhi, by B. D. Raheja ; 24. The Corporation

of Raipur, by S. N. Shrivastava ; and 25. Urban government in India : some reflections, by A. Avasthi.

283. BAJPAI, J. M. The problems of municipal administration, with special reference to Madhya Pradesh Municipalities Act, 1961. *Quarterly Journal of the Local Self-Government Institute*, 38 : 3 (January-March 1968) 163-8.

Voters' influence on the elected representatives, deliberative-executive relations, absence of a healthy mutual relationship between the representatives, deflated finances, shortage of technical personnel, unified powers in the Municipal Council are some of the problems pointed out. Some suggestions are advanced.

284. BASURAO, Sharda. *Municipal government in Rajasthan : a study of evolution, organisation and working*. New Delhi : S. Chand, 1975. 353 p. Ph. D. thesis, Rajasthan University, 1967.

285. BHARDWAJ, R. K. *The municipal administration in India (a sociological analysis of rural and urban India)*. Delhi : Sterling, 1970. xvi+296 p.

Bibliography, 289-93. The author, a member of the Delhi Metropolitan Council, addresses this book to the municipal councillors, members of the local bodies and the seekers to these elected offices with a view to enlighten them to the functioning of local bodies. There are various factors which have to be dealt with by the municipal bodies. The author categorises them under six heads which are detailed in 15 chapters in the book. The six heads are : Functions of Local bodies according to local conditions ; Constitutional structure of municipal bodies ; Authorities governing the local bodies ; Organisation of local services to deal with the implementation and execution of works ; Relations with central and state governments for their smooth working ; The financial aspects and its ways and means.

286. BHATNAGAR, S. Working of municipal government

in India. In S. K. Sharma and V. N. Chawla (eds.) *Municipal administration in India: some reflections*. Jullundur; International, 1975, p. 76-84.

A general survey of the working of municipal government in India. It is concluded that local government institutions have been considerably neglected.

287. BHATTACHARYA, Mohit Administering the urban fringe. *Indian Journal of Public Administration*, 15:1 (January-March 1969) 74-85.

The fringe being the rural-urban confluence, the restricted legal jurisdiction of the core city does not allow municipal intervention beyond the boundary. Discusses the methods adopted and suggested to deal with this problem of administration. Also examines recommendations of the Rural-Urban Relationship Committee in this regard.

288. BHATTACHARYA, Mohit. The Corporation of Calcutta. In A. Avasthi (ed.) *Municipal administration in India*. Agra: Lakshmi Narain Agarwal, 1972, p. 441-62.

The Sub-heads are : History of municipal Calcutta ; Corporation structure ; Functions and activities ; Corporation finances ; State control ; Political parties ; and Looking ahead.

289. BHATTACHARYA, Mohit. *Essays in urban government*. Calcutta : World Press, 1970. x+170 p.

Collection of fifteen papers written between 1965-69 each dealing with a specific issue relating to urban government. Vital questions concerning structure, personnel, metropolitan administration, unregulated urban growth, planning, state-local relations, finance and cantonment administration have been examined with a view to provoking fresh thinking on the role and responsibilities of urban local government in the context of urbanization and urban development.

290. BHATTACHARYA, Mohit. *Management of urban government in India*. New Delhi: Uppal, 1976. xvi+216 p.

A collection of 14 papers and articles of which 11 published in different journals and three presented to three seminars. The general theme centres round the managerial problems involved in dealing with urbanization as a phenomenon and in the designing and operations of urban public organisations. The papers and articles included are: Future of urban local government; Issues in municipal government; Municipal decision-making; Motivation in municipal administration; Metropolitan government: some foreign models; Machinery for metropolitan planning and development; Integrated planning for urban services; Higher government support to local municipal services; Urban planning: nature and problems; Organisation for urban plan implementation; Urban development: some organisational issues; Policy on slums in urban areas; Urbanisation in India: some policy issues; Civic consciousness and citizen's participation.

291. BHATTACHARYA, Mohit. Municipal decision-making. *Nagarlok*, 5 : 4 (October-December 1973) 10-16.

Attempts at understanding the processes involved in municipal decisions-making. As in other organizations, so in the municipalities decisions are broadly classifiable, following Simon, into 'programmed' and 'non-programmed' ones. In normal circumstances, programmed decisions are in the majority for which a municipal organisation formulates in advance elaborate formal rules and procedures determining the processes to be followed. Non-programmed decisions, in the municipal context, arise generally out of municipality—environment interaction. Unlike other organisations, municipal administration is very much exposed to social influences from outside. In negotiating new demands, a municipality finds itself in a non-programmed decision situation. A case-study on 'transfer of municipal

property' demonstrates the fragility of municipal administrative boundary and the infiltration of powerful external forces trying to tilt the balance in their favour. More such case studies on non-programmed decisions are necessary to arrive at sounder generalisations regarding municipal decision processes.

292. BHATTACHARYA, Mohit. Municipal government in the Calcutta Metropolitan district. *Ph. D. thesis, Calcutta University, 1970.*
293. BHATTACHARYA, Mohit. Structure of urban local government in India. *Journal of Local Administration Overseas*, 7 : 2 (April 1968) 351-7.

The system of elective urban local government in India, established during the middle of the last century has remained largely static. There are five types of urban local bodies in India, viz , municipal corporations, municipal councils, cantonment boards, notified area committees and town area committees. Their structure is discussed.

It is concluded that in a predominantly rural country it is too much to expect radical reforms in urban local government within a short period. The general poverty of the country and the competing demands on resources stand in the way of liberal income transfers from the higher level government to the local bodies.

Last but not least, urban local government is also impoverished by the general apathy of the urban communities.

294. BHATTACHARYYA, Mrinal K. Development of urban fringe, by Mrinal K. Bhattacharyya. *Economic Times*, (19 December 1972) 5 ; (20 December 1972) 5.
295. BHOGLE, Shantaram K. Aurangabad Municipal Committee : progress under administrator. *Civic Affairs*, 24 : 6 (January 1977) 13-17.

The Aurangabad Municipal Committee was superseded and an administrator appointed in August 1973. The article reviews the working on the Municipal Committee under administrator.

296. BHOGLE, Shantaram K. *Local government and administration in India*. Aurangabad : Parimal Prakashan 1977. (vi)+330 p.

In 4 parts. Part I. Theoretical and historical ; Part 2. Rural local government ; Part 3. Urban local government ; Part 4 Problems of local government.

297. BUCH, M. N. Some thought on city management. *Journal of the Institute of Town Planners, India*, 48 (January 1974) 11-13.

In India perspective of local government is restricted in scope and the horizon. The end result of this is that at city government level there is no perspective planning and the entire emphasis is on ad-hoc works programmes to deal with immediate problems. City administration needs to be converted into city management. This conversion calls for a radical change of thinking with a readiness to accept a change both in process of policy making and in the system of plan implementation.

298. CHATURVEDI, T. N. Municipal administration in India today. *Introduction to S. K. Sharma and V. N. Chawla (eds). Municipal administration in India : some reflections*. Jullunder, International, 1975, p. i-xxxii.

In the 'Introduction' to the book, the author briefly reviews the subject.

299. CHAUDHARY, D. S. Municipal administration in Rajasthan. In A. Avasthi (ed.) *Municipal Administration in India*. Agra : Lakshmi Narain Agarwal, 1972. p. 323-50.

Describes historical evolution and present structural set-up in the State of Rajasthan.

300. CHAUDHARY, Kesab Chandra. The machinery of the Calcutta corporation administration : a study in its evolution, by Kesab Chandra Chaudhary. *D. Lit. thesis, Calcutta University, 1969.*

301. DANG, SATYAPAL. Some problems facing municipal committees in Punjab *Civic Affairs*, 11 : 2 (September 1963) 18-22.

Analyses the provisions of the Punjab Municipal Act, 1910 under which the municipalities in the Punjab are governed. The Act has given wide powers to the Deputy Commissioners and State Government to override the decisions of the municipal bodies. This is undemocratic, and the municipalities cannot do much even if they desire. Factionalism within them is another problem which needs erosion.

302. DAS, R. B. Municipal administration in U. P. *Ph. D. thesis, Lucknow University, 1944.*

303. DAS, R. B. Municipal administration in Uttar Pradesh. In A. Avasthi (ed.) *Municipal administration in India*. Agra : Lakshmi Narain Agarwal, 1972. p. 361-96.

Discusses historical evolution and present administrative structure of municipal corporations and municipal boards in the State of U. P.

304. DATTA, Abhijit. Municipal administration in West Bengal. In A. Avasthi (ed.) *Municipal administration in India*. Agra : Lakshmi Narain Agarwal, 1972, p. 397-420.

Reviews historical evolution and present administrative set-up of urban local government in West Bengal.

305. DEVA RAJ. Administrative organisation for social welfare at the local level. *Nagarlok*, 4 : 4 (October-December 1972) 24-30.

In short municipal bodies are expected to take care of their citizens in every sphere so that they are able to live and work in a healthy environment both physical

and social. The performances of urban local bodies in the field of social welfare services is far from satisfactory due to lack of social welfare organisations. In this regard the recommendations of the Renuka Ray Study Team should receive special attention of the Central and State Governments to involve the urban local bodies in social welfare programmes. The social welfare departments of Government can also play vital role in offering training facilities and to provide necessary guidance in formulating policy and programmes of community development and welfare to the municipal officials as well as elected representatives of the Municipal Councils.

306. DEVA RAJ. Multi-level planning and local government structure. *Indian Journal of Public Administration*, 19 : 3 (July-September 1973) 338-49.

Discusses the concept of multi-level planning, and examines some plans at the local levels with their scope and perspectives. Concludes that realistic planning and effective implementation depends on sound and viable local government structure which at once needs smaller and larger units reconciling democratic aspirations with a strong executive to carry out programmes and policies.

307. DHARMARAJAN, S. Civic problems of Bombay. *Illustrated Weekly of India*, (24 March 1968) 58-60.

308. DHARMENDRA NATH. The Delhi Municipal Corporation : a study of its structure in comparison to that of Calcutta, Bombay and Madras. *Ph. D. thesis, Lucknow University*, 1969.

309. DOTSON, Arch. The Delhi Corporation : posers and prospects. *Bombay Civic Journal*, 5 : 4 (June 1958) 12-15 ; *Quarterly Journal of the Local Self Government Institute*, 29 : 1 (July-September 1958) 99-107.

In his speech made in Delhi on May 14, 1958, Mr. Dotson discusses the difficulties that the Municipal Corporation of Delhi might face due to the distinctive

features of its constitution that differentiates it from other civic organisations of other metropolises.

310. DUBEY, Sharad Kumari. Municipal administration at Indore : evolution and present set up. *Ph. D. thesis, Vikram University. 1964.*

311. DYE, Thomas R. and Susan A. Macmanus. Predicting city government structure. *American Journal of Political Science*, 20 : 2 (May 1976) 257-71.

This study employs discriminant function analysis to test the capacity of demographic and regional variables to predict city governmental structure—mayor versus manager government, partisan versus nonpartisan elections, and ward versus at-large council constituencies. Ambiguities in the existing literature regarding the relative influence of ethnicity versus regionalism on structural reform are clarified.

312. GANGULI, Amulya. Municipal priorities : ignoring the issue in West Bengal. *Statesman*, (10 April 1974) 4.

A number of measures to rejuvenate municipalities are proposed with little effort to carry them out. A coherent policy is yet to be evolved. Successive governments have ignored the problem because of its complexity. Even now, municipalities are not statutorily responsible for arranging water supply, drainage and sewage or street lighting. Whether led by elected commissioners or nominated Government officials, municipal administration has remained moribund. Shortage of funds and political expediency are the two main reasons for the sorry plight of the municipalities. A separate organization should be set up to supervise water works or drainage and sewage schemes over a wide area, cutting across municipal jurisdictions.

313. GIAN PRAKASH. District administration and urban local bodies. *Indian Journal of Public Administration*, 12 : 3 (July-September 1966) 579-85.

Examines the place of local self-government in district

administration in context of the powers of the district magistrate. Emphasizes, the need for an administrative machinery that can dovetail the programme of the urban local authorities with the rest of the district in the interest of coordinated development.

314. GREEN, Harry A. Is urban administration different? *International Review of Administrative Sciences*, 41 : 4 (1975) 251-60.

Examines the concept of urban administration in the context of desirable skills, traits and training that urban administrators should possess.

315. GREEN, Harry A. Urban management and efficiency : a systems perspective. *International Review of Administrative Sciences*, 43 : 3 (1977) 242-50.

Urban management can be conceptualized at five different levels—the national level, the regional level, the urban or metropolitan community, the service or function level, and the organisational level. Three major aspects of efficiency in urban management are allocative efficiency, intra-system motivational efficiency, and output efficiency. The author has discussed efficiency as it applies to the national system, the local system, and the service system.

316. GUJRAL, I. K. Civic administration. *Seminar*, 79 (March 1966) 33-5.

If we are keen that India's urban future should not be as dismal as it looks, we have to examine not only the problems which confront us but also devise a municipal organisation which is sensitive, responsive and adequate to meet the challenge.

317. GUPTA, B. P. *Municipal administration in Rajasthan : a case study*. Alwar : (Printers) Sharma Bros., 1971. iv+208 p.

Report of a study sponsored by Research Programme Committee, Planning Commission. Covers municipalities of Jaipur Bondi and Pali. Includes various aspects of

municipal administration, such as constitutional setting, organisation and personnel, functions, finance and municipal politics.

318. GUPTA, Kalwant Rai. Local bodies : the problem and its solution. *Quarterly Journal of the Local Self-Government Institute*, 27:2 (October-December 1956) 215-28.

Problems are pointed out, and some suggestions regarding local bodies directorate, guidance and vigilance, punishment to members, annual conferences, amendments to existing laws, and provision of supersession are made.

319. GUPTA, R. S. Cabinet system in municipal government. *Quarterly Journal of the Local Self-Government Institute*, 40:4 (April-June 1970) 289-93.

Urban local bodies in India are not modelled in the pattern of American local government, but largely on the pattern of the British system, excepting perhaps the municipal corporations. There is no need to copy the British system in toto. In view of the conditions obtaining today in the country it would be better to follow the council manager plan, with some modifications, where the council frames the policies and the trained manager implements them.

320. HALACHMI, Arie. Feasibility analysis and custom-made planning : the emphasis on nominal policies in local government. *Indian Journal of Public Administration*, 23:1 (January-March 1977) 139-48.

Analyses policy making at the level of local government and points out that the options at that level are different from those at the state and national level in several aspects. Two types of decision techniques are taken as illustration, and the relationships between the policy maker's survival needs and the constraint he must consider when choosing among alternative courses on action are examined.

321. HOSHIAR SINGH. Present structure of urban government in India. *Quarterly Journal of the Local Self-Government Institute*, 49:4 (April-June 1978) 322-32.

Discusses various forms and structure of urban local government in India. Distinguishes municipal corporation from municipalities, improvement trusts and notified area committees and brings out their shortcomings and advantages. Analyses the financial administration of these forms of urban government and deprecates the increasing trend of increased state control on local bodies. Concludes that from all accounts urban government is expected to be fragmented in many units in future to serve the ends of state level politicians.

322. HOSHIAR SINGH. Urban authorities and administrative change; a study of municipal institutions in India. *Prashasnika*, 8:1 (January-March 1979) 27-37.

Rapid urbanisation and industrialization have created new problems for municipal governments. Municipal corporation, the highest type of urban local government in India, is established in big cities. In other cities municipalities are set up under State enactments. In constituting a municipality, population, income and other relevant factors are taken into account. Various aspects of the functioning of municipal government are explained. Municipal finance is a dismal picture of continued stagnation and as such the standard of municipal services is declining. Inefficient personnel is the root cause of several administrative deficiencies. As a remedial measure many states have provincialized high-grade municipal posts in the administrative and technical fields. The introduction of an executive officer has been a salutary departure from the earlier practice of leaving executive administration to the president and councillors who are prone to various pressures and influences. The current trend is towards centralization of powers in the hands of State government and the consequent decline of urban local 'Self-government'.

323. HUMES, Samuel and Eileen Martin. *The Structure of local government: a comparative survey of 81 countries*. The Hague: International Union of Local Authorities, 1969. 674 p.

Second edition of "The structure of local government throughout the world" published in 1961. Presents individual descriptions of the structures, organs, functions, finances and controls exercised over present-day local governments. In two parts, Part I describes and compares various aspects of local government in 81 countries, while the Part II contains the country reports.

324. INAMDAR, N. R. Municipal administration in Maharashtra. In A. Avasthi (ed.) *Municipal administration in India*. Agra : Lakshmi Narain Agarwal, 1972, p. 221-46.

There are 4 municipal corporations, 219 municipalities and 7 cantonments in the State of Maharashtra (1968). This article reviews the evolution, structure and functional administration of these urban bodies.

325. INAMDAR, N. R. Urban challenges and the structure of urban government. *Quarterly Journal of the Local Self-Government Institute*, 44:3 (January-March 1974) 181-4.

326. INDIA. Central Council of Local Self-Government. *Local self-government administration in states of India*. New Delhi, 1962. (iv)+ii+161 p.

Contains information relating to urban local bodies only as on 31st December 1961 based on the material furnished by the State Governments. Appendices give the lists of various urban local bodies.

327. INDIAN Institute of Public Administration. Centre for Training and Research in Municipal Administration. *Cabinet system in municipal government: proceedings of the seminar, September 15-16, 1969*, New Delhi IIPA, 1969. (iv)+84 p.

Summary of proceedings of the Seminar edited by Mohit Bhattacharya. The seminar was organised on the assumption that urban local government needs to be radically reformed. Three different systems were suggested—cabinet system, presidential system, and committee system. The cabinet system got more support than remaining two.

328. INDIAN Institute of Public Administration. Centre for Training and Research in Municipal Administration and University of Birmingham Institute of Local Government Studies. *Seminar on local authority policy planning for Indian cities*. New Delhi: IIPA, 1972. v. p. Mimeo.

The seminar was held in the Indian Institute of Public Administration, New Delhi from April 3 to April 6, 1972.

Contents : Local authority policy planning, by J. D. Stewart ; Planning approach to management in local government, by J. D. Stewart ; Corporate planning and management organisation, by P. R. Greenwood and J. D. Stewart ; Four notes on planning programming budgeting system, by R. B. Dutt ; A note on five year municipal development plans, by Abhijit Datta and Mohit Bhattacharya ; A note on methodology for the preparation of city development plans, prepared by the Town and Country Planning Organisation, Government of India, 1964 ; Performance budgeting in local bodies, by S. S. Viswanathan ; Planning for municipal services: a PPBS approach, by A. P. Saxena ; Reforms in municipal financial administration, by Abhijit Datta ; City development plans in India: a note, by P. Prabhakar Rao.

329. INDIAN Institute of Social Welfare and Business Management. *Report on municipal administration in the Greater Calcutta area. (a pilot survey, 1967)*. Calcutta: I.I.S.W. & B.M., 1971. xii+146 p.

Project Director: A. K. Bhattacharjee, assisted by J. C. Seal and P. G. Chowdhury. A pilot survey of municipal administration in the Greater Calcutta Area as in 1967 conducted as a part of research programme of

the Department of Urban (Municipal) Administration of the Institute. In addition, the book also includes recommendations of a Seminar on Municipal Administration held in the Institute on September 30, 1969.

330. JAGANNADHAM, V. and N. S. Bakshi. *Citizen and the municipal bureaucracy (a survey of the Building Department of the Delhi Municipal Corporation)*. New Delhi : Indian Institute of Public Administration, 1971. xx+124 p.

A study conducted by the IIPA for the Ministry of Home Affairs, Government of India. This survey was required to examine the existing "procedures that the applicants for house construction had to follow, and time taken by the Corporation in sanctioning the Building Plans, the difficulties experienced by the public in getting sanction of the plans and the remedial measures for removing these difficulties".

331. JAGANNADHAM, V. Ombudsman at the local level : pros and cons. *Nagarlok*, 2:4 (October-December 1970) 63-7.

There has been a feeling that ombudsman institution may be a great help to the citizen at the local level. It may be useful as a grievance—redressal institution, provided a care is taken in the selection of the ombudsman. The author feels that he must be intelligent, impartial, honest and not to yield to pressures under any circumstances.

332. JAMBHOLKAR, S. L. Municipal administration in Madhya Pradesh. In A. Avasthi (ed.) *Municipal administration in India*. Agra: Lakshmi Narain Agarwal, 1972. 197-220.

Historical evolution and present administrative structure of the urban local bodies in the State of Madhya Pradesh is discussed.

333. JAMES, P. A. Forms of municipal government in Andhra Pradesh: a study in organisational analysis and evolution. *Journal of Administration Overseas*, 8:3 (July 1969) 184-96.

Explains the salient features of different forms of municipal government that were tried in Andhra Pradesh, the way the elective and executive wings were organized and the political forces which motivated their activities.

334. JAMES, P. A. Municipal administration in Andhra Pradesh. *Ph.D. thesis, Osmania University, 1966.*

335. KHAN, Ziauddin. Problem of municipal administration: a study in the context of Rajasthan. *Journal of the National Academy of Administration*, 16:2 (April-June 1971) 81-95.

336. KHANNA, B. S. and S. K. Sharma. Municipal administration in Punjab. In A. Avasthi (ed.) *Municipal administration in India*. Agra: Lakshmi Narain Agarwal, 1962, p. 291-322.

Discusses various aspects of the structure and functioning of the municipal bodies. Also reviews their development briefly.

337. KHANNA, R. L. *Municipal government and administration in India*. Chandigarh: Mohindra Capital Publishers, 1967. viii+212 p.

Describes the structure and operation of municipal government and administration in a historical perspective.

338. KHOSLA, J. N. and Abhijit Datta. Delhi. In William A. Robson and D. E. Regan (eds.) *Great cities of the world: their government, politics and planning*. 3rd ed; vol. 1. London: Allen & Unwin, 1972, p. 407-36.

339. KRISHNARAO, G. B. Criteria for upgrading a municipality as municipal corporation: an approach. *Nagar-lok*, 6:3 (July-September 1974) 20-4.

In the absence of any statutory provision or specific guidelines decisions for upgrading any municipality as a municipal corporation are taken rather arbitrarily. The author refers to the recommendations of Rural-Urban Relationship Committee in this regard and suggests a few principles and criteria: (1) The population of the city should be around 5 lakhs ; (2) Annual income of the local body should exceed rupees one crore ; (3) Territorial extent should exceed 70 sq. kms. ; (4) Commercial and industrial importance of a certain magnitude influencing the hinterland region and the State ; (5) Functional importance of the city with respect to other matters like being a capital city, major port, or having political and cultural importance ; and (6) Every state should have at least one and preferably two municipal corporations. When any state does not qualify for situation, the criterion of 5 lakhs population need not be applied.

340. LOPARDEKAR, H. D. Management structure for planning and development: conservation and renewal. *Quarterly Journal of the Local Self-Government Institute*, 49:4 (April-June 1978) 311-21.

The general complaint about the urban local bodies is that their structure is unsuitable for planned development efforts or that they are not performing their role as agents of planned development and social change very effectively. The author says that if the urban governments are to be true agents of modernisation and social change and have a new image befitting the aspirations and expectations of the people at large, it will have to treat local people as junior partners in the processes of planning and development. The administrative and financial constraints in their working will largely be removed if this is conceived in principle.

341. MADHAVA RAO, L. S. *Urban government and administration in Andhra Pradesh*. 2nd ed. Hyderabad: Anand Book House, 1966. 423 p.

342. MAHAJAN, V. D. *Essays in municipal administration in the Punjab*. Lahore: Doaba House, 1943. viii+103 p.

Primarily deals with the theory and practice of municipal administration in undivided Punjab. *Appendix*. The City of Lahore Corporation Act, 1941, p. 87-98.

343. MAHARASHTRA. Urban Development Department. *Urban development in Maharashtra: progress and prospect*. Bombay, 1967. xii+165 p.

Provides information on the urban local bodies. Also describes what the various Government Departments and units are doing in the field of civic administration.

344. MALHOTRA, D. D. Local authority policy planning. *Nagarlok*, 5:2 (April-June 1973) 25-31.

Local Authority Policy Planning is a continuous process in determining a rationale framework for formulation and execution of programmes of a local body. It is a new approach towards the management of local authorities and this technique can solve their complex problems effectively.

345. MALLIKARJANAYYA, G. Committees in municipal administration (with special reference to the Municipal Corporation of Hyderabad). *Quarterly Journal of the Local Self-Government Institute*, 38:4 (April-June 1968) 325-37.

Deals with special committees, non-statutory and temporary, appointed by the Corporation for considering specific subjects. Their tenure is generally one year.

346. MALLIKARJANAYYA, G. The organisation and working of the Greater Hyderabad Municipal Corporation. *Ph.D. thesis, Saugar University*, 1969.

347. MALLIKARJANAYYA, G. Working of the standing committee (Hyderabad Municipal Corporation). *Nagarlok*, 4:2 (April-June 1972) 28-33.

The position of the Committee in the Corporation

structure is unique and it deals with all financial transactions. It is often described as a Municipal Cabinet. The chairman of this Committee is elected by the members of the majority party and he brings to bear his influence on major decisions. The author opines that the election to the Standing Committee should be based on proportional representation so that every councillor gets an opportunity to take part in the decision-making process.

348. MANCHANDA, B.S. Coordination in municipal administration. *Nagarlok*, 2:3 (July-September 1970) 12-15.

The main aim of municipal administration is to provide adequate civic amenities to the citizen at a reasonable cost. But it cannot be achieved without proper coordination among the various civic departments. The author stresses the need for internal as well as external coordination.

349. MISRA, H. C. Discharge of responsibilities by the municipal administration. *Nagarlok*, 2:2 (April-June 1970) 28-30

Finance is the basic problem of municipal bodies. The financial administration requires to be put on sound lines. The reorganisation of municipal personnel service is also essential for the betterment of municipal administration. Senior officers and government may also inspect the working of local bodies. The author argues that these steps are essential for discharging responsibilities usefully and successfully.

350. MOHITE, Dilip H. The working of Baroda municipality. 150 p.

A dissertation presented to the Faculty of Arts, M. S. University of Baroda, 1963 in part fulfilment of the Degree of Masters of Arts in Political Science.

351. MUKHERJEE, Subimal. The machinery of municipal administration of Calcutta (under the Act of 1951). *In*

B. B. Majumdar (ed.) *Problems of public administration in India*. Patna: Pustak Mahal, n.d., p. 257-70.

352. MURTI, V. S. Municipal administration in Maharashtra: evolution, problems and prospects. *Journal of the National Academy of Administration*, 16:2 (April-June 1971) 51-60.

353. OLDENBURG, Philip K. Big city government in India: councillor, administrator and citizen in Delhi. *Nagarlok*, 6:3 (July-September 1974) 5-10.

Presents in detail the role, actors, actions, and interactions of municipal government in Delhi—just how councillors and administrators function in day-to-day government, and what the ties of the citizen to government are.

354. OLDENBURG, Philip K. *Big city government in India : councillor, administrator, and citizen in Delhi*. Tuscon (Arizona) ; Association for Asian Studies, 1976. 400+ xiii p.

Revised version of Ph.D. thesis, University of Chicago, 1974. Describes and analyses the way municipal government in Delhi works, particularly at the ward level, within a system of decentralised administration.

355. PADHI, A. P. Municipal administration in Orissa. In A. Avasthi (ed.) *Municipal administration in India*. Agra: Lakshmi Narain Agarwal, 1972, p. 255-90.

The subject is discussed under following heads: Historical evolution ; Structure; Functions; Municipal services; Finance; State control ; and Working and suggestion for reforms.

356. PANDEY, Joginder Pall. New turn to civic administration in the state. *Advance*, (April-June 1973) 31-2.

357. PANDIT, B. V. A study of the municipal administration in Jalagaon district in context of urbanisation trends. *Ph.D. thesis, Poona University, 1969*.

358. PARTAP SINGH. Municipal administration in Haryana. *Ph.D. thesis, Kurukshetra University, 1974.*

359. PHADTARE, T. C. Some outstanding features of municipal administration in Maharashtra State. *Marathwada University Journal*, 9:2 (July 1970) 51-8.

360. PREM VRAT. Decision making under uncertainty. *Nagarloek*, 5:4 (October-December 1973) 61-8.

Attempts to expose to the municipal executives the usefulness of operations research techniques and it will stimulate interest in them for making decision as rational as possible.

361. RAHEJA, B. D. The Corporation of Delhi. In A. Avasthi (ed.) *Municipal administration in India*. Agra: Lakshmi Narain Agarwal, 1972, p. 463-94.

Discusses constitutional structure and functional administration of the Corporation of Delhi.

362. RAJPAL, M. D. *Ahmedabad Municipal Corporation*. Bombay: All India Institute of Local Self-Government, 1955. 45 p.

A general survey of constitution and functions. Also published in *Quarterly Journal of Local Self-Government Institute*, 25:3 (January 1955) 579-623.

363. RAMNATHAN, S. Municipal administration in Tamil Nadu. In A. Avasthi (ed.) *Municipal administration in India*. Agra: Lakshmi Narain Agarwal, 1972, p. 351-60.

Discusses historical evolution and present administrative structure of municipal councils in the State of Tamil Nadu.

364. RAM REDDY, G. Municipal administration in Andhra Pradesh. In A. Avasthi (ed.) *Municipal administration in India*. Agra: Lakshmi Narain Agarwal, 1972, p. 59-86.

Present structure and functional administration of the municipalities in the state of Andhra Pradesh is analysed.

365. RANGNEKAR, N. B. The Corporation of Bombay. In A. Avasthi (ed.) *Municipal administration in India*. Agra: Lakshmi Narain Agarwal, 1972, p. 423-40.

Briefly reviews the early set-up and present administrative structure of the Corporation of Bombay.

366. RANGNEKAR, N. B. and N. D. Rajadhyaksha (eds.) *Problems of municipal administration*. Bombay: All India Institute of Local Self-Government, 1970. vii+103 p.

Lectures delivered at a Seminar organised by the All India Institute of Local Self-Government in 1969.

367. SADY, Emil J. Improvement of local government and administration for development purposes. *Journal of Local administration Overseas*, 1:3 (1962) 135-48.

A comparative analysis of approaches and results of two meetings: the Cambridge Conference on Local Government in Africa (Kings College, University of Cambridge, August 28th to September 9th, 1961) and the United Nations Working Group on Administrative Aspects of Decentralization for National Development (Palais des Nations, Geneva, October 16th to 27th, 1961).

368. SAMADDAR, Siva Prasad. *Calcutta is*. Calcutta: Corporation of Calcutta, 1978. xxiii+324 p.

The author has been the Administrator of the Calcutta Corporation since 1974. This is a collection of his articles, speeches and interviews from 1974 to 1977 giving a view of Corporation administration. Also contains cartoons and poems.

369. SASTRY, S. M. Y. The functional organization of municipal government. *Quarterly Journal of the Local Self-Government Institute*, 49:1 (July-September 1977) 28-36.

Attempts to examine the departmental organisation of some of the municipalities to understand whether there is any scope or need for either combining functions or

dividing them for better performance. In a number of municipalities the octroi department seems to be entirely different department from the house tax department. In Bombay, all the revenue earning departments have been brought together into one department. It is suggested that combining house tax division with octroi can be considered with advantage. Further, functionally the municipality must be organised not merely for rendering service efficiently, but for playing a dynamic role in the inevitable process of urbanisation.

370. SASTRY, S. M. Y. Functional organisation of municipal organisation. *Bombay Civic Journal*, 25:2 (April 1978) 14-18.

Local governments must function democratically as well as efficiently. Exercising democratic control can be best learnt and practised at the municipal level. Municipal functions can be performed by a department of State Government, but that will hinder building up of a healthy democratic organisation. Municipal councils can be divided into two wings—deliberative and executive. Feasibility of direct election of municipal president as a measure to reduce functionalism is examined. Application of various principles of organisation—unity of command, span of control, line of command, decentralisation—in municipal administration is reviewed. Smaller the number of departments better it is.

371. SASTRY, S. M. Y. Functions and performance of municipal administration in Greater Bombay. *Bombay Civic Journal*, 15:3 (May 1968) 9-13+; 15:4 (June 1968) 22-8; 15:5 (July 1968) 14-22; 15:6 (August 1968) 33-9.

Contents: 1. Keeping the city clean: conservancy and drainage service; 2. Guarding the city's health; 3. Roads; and 4. Education, primary and secondary.

372. SASTRY, S. M. Y. Greater Bombay Municipal Corporation at work. *Nagarlok*, 1 (1969) 25-30,

Describes the structure of Greater Bombay Municipal Corporation including its functions, executive powers of different departmental heads, their selection procedure and meetings, etc. It also examines the functions and responsibilities of statutory committees, standing committees, and advisory committees at different levels of administration.

373. SASTRY, S. M. Y. Role of municipal administration in urban development. *Quarterly Journal of the Local Self-Government Institute*, 42:3 (January-March 1972) 187-91.

Urbanisation cannot be halted. But uncontrolled and uncoordinated urbanisation is to be stopped. This is the task which must be effectively performed by the municipal administration. It should aim at effecting coordination of what might be termed non-municipal but very essential services.

374. SASTRY, S. M. Y. *Studies in municipal administration of Greater Bombay*. Bombay: All India Institute of Local Self-Government, 1969. (vi)+88 p.

Analyses and evaluates the structure and functioning of the municipal administration of Greater Bombay. It has been revealed that while by and large both the structure and functioning are sound, there are deficiencies which require to be rectified. Also published in various issues of the *Bombay Civic Journal* between June 1966 to May 1967.

375. SETH, Kanwar Kishore (ed.) *Delhi municipal administration since independence*. Delhi: Delhi Municipal Committee, 1951. 32 p.

376. SHAH, K. K. Problems of urban local government. *Civic Affairs*, 18:5 (December 1970) 5-11.

Inaugural and presidential lecture at the 18th meeting of Central Council of Local Self-Government in New Delhi, November 3, 1970, by the Union Minister of

Health, Family Planning, Works, Housing and Urban Development.

377. SHAH, K. T. and G. J. Bahadurji. *Constitution, function and finance of municipalities*. Bombay: Indian Newspaper, 1925. 514 p.
378. SHAIKH, R. C. A critical study of the administration of Ahmednagar municipality (1854-1962). *Ph.D. thesis, Poona University, 1969.*
379. SHARMA, S. K. and V. N. Chawla (eds.) *Municipal administration in India: some reflections*. Jullundur: International, 1975. xxxii+439+viii p.

Contents : Foreword, by B. S. Khanna; Introduction—Municipal administration in India today, by T. N. Chaturvedi; Municipal government and the democratic process, by Deva Raj; O and M service for municipal bodies, by A. Avasthi ; Leadership role of the executive officer in municipal administration, by Inder Prabha Sharma ; No-confidence motions in Rajasthan municipalities: a case study in Jhunjhunu district, by Hoshier Singh ; Policy formulation at the municipal level, by V. P. Varma ; Political executive in municipal administration in Assam, by V. Venkata Rao ; Relationship between deliberative and executive wings, by H. J. Pandya and J. V. Vyas ; Municipal elections in a capital city : Rajasthan experience, by C. P. Bhambhri ; Dimensional analysis of urban leadership, by Chetakar Jha and P. R. Sahay; Municipal leadership in a medium sized town : a study in micropolitics, by B.S. Khanna and S.K. Sharma; Municipal administration and education in urban Orissa, by A. P. Padhi ; Problem of urban growth and the role of the administrator, by A. R. Tyagi ; Police administration in municipal towns, by Sisir Ranjan ; Public relations in municipal administration, by R. L. Malhotra ; Local education administration in India, by V.R. Taneja; Training programme in municipal administration, by D. R. Sachdeva ; Personnel practices in municipal

Administration, by Surya Kanta Das; Re-classifying municipal services, by Suresh P. Verma ; Centralization of municipal services in Uttar Pradesh, by R. B. Das ; Property tax: arrears and difficulties in their collection, by G. S. Badhe ; Towards performance budgeting in municipal administration, by M.J.K. Thavaraj; Financial administration in urban local bodies, by V.S. Murti; Issues in municipal finance, by Abhijit Datta ; State control of urban units: a forward-looking model, by Ziauddin Khan; State control through supersession and dissolution, by P. A. James ; State control over municipal boards, by G. P. Srivastava ; Working of municipal government in India, by S. Bhatnagar ; Comparative local government, by Mohit Bhattacharya ; Municipal administration: some problems and perspectives, by N. N. Vohra ; Municipal government and politics in a medium-sized town, by Vishnoolal Bhagwan ; Gandhi's reflections on municipal government in India, by S. L. Malhotra ; Municipal reforms in India since independence, by S. R. Maheshwari ; Small towns of Uttar Pradesh: an exploratory analysis, by A. B. Mukerji ; Managerial capabilities and municipal administration in India : relevance of managerial techniques, by D. D. Malhotra ; Municipal enterprises: problems and prospects, by Ram Dutt Sharma; Management reforms in municipal administration, by Brij Mohan ; Municipal government in India: some basic issues, by S. K. Sharma and V. N. Chawla ; Municipal government in India: a select bibliography, by R. N. Sharma.

380. SHARMA, Snehlata. Bhopal Nagar Palika Nigam ke prashasan ke mulyankan evam vartman karya pranali ka adhyan (Hindi). *Ph.D. thesis, Bhopal University, 1974.*
381. SHRIVASTAVA, Surendra Nath. Municipal administration in Chhattisgarh division of M. P. *Ph.D. thesis, Saugar University, 1970.*
382. SINGH, Baikunth Nath. Municipal administration in India. *Ph.D. thesis, Magadh University, 1972.*

383. SINGH, Bhola Prasad. Municipal government and politics in Bihar with special reference to Bhagalpur Municipality. *Ph.D. thesis, Bhagalpur University, 1972.*

384. SINGH, J. N. Civic administration. *Hindustan Times* (26 December 1975) 5 ; (27 December 1975) 7.

Municipal administration has the direct and immediate responsibility of providing civic services and amenities at the local level. It is a very sensitive area of management as a large number of workers of widely varying calibres, capacities and moral standards is engaged in the production of goods and services involving large amounts of public funds. Therefore the role of staff supervision and control is very important in municipal administration. Constant, intensive and extensive supervision is a condition essential for the efficient functioning of municipal bodies irrespective of the size of their jurisdiction and resources. The system of staff supervision has to be a multi-level responsibility to eliminate chances of collusion between field operatives and lower ranges of the supervisory staff and the consequent upward seepage of corruption. Clear cut and effective rules and regulations governing the conduct of employees are essential. As an example, the system of staff supervision and control in the Department of Property Taxes Assessment and Collection in Delhi Municipal Corporation is described.

385. SIVARAMAKRISHNAN, K. C. *New towns in India: a report on a study of selected new towns in eastern region.* Calcutta : Indian Institute of Management, 1976-77. 168 p. (Mimeo.)

The study is limited to five major new towns, viz., Rourkela, Bhilai, Durgapur, Bokaro Steel City and Bhubaneswar. Chapter 5: The governance of new towns, p. 134-66.

386. SRIDHARA MURTHY, P. S. Bangalore civic administration. *Public Affairs.* 18:12 (December 1974) 258-9.

Describes the structure of municipal corporation under the Bangalore Municipal Corporation Act.

387. SRINIVASAN, K. V. and G. Hargopal. Changing trends of municipal administration in Andhra Pradesh. *Journal of the Lal Bahadur Shastri National Academy of Administration*, 20:4 (Winter 1975) 1281-6.

The authors try to explain the position of municipal authorities in Andhra Pradesh under 1965's Act and the major changes introduced by the 1971 amendments. Under 1965's Act multiple committee system was abolished and a single Executive Committee was appointed to bring more efficiency in the administration. In 1971 Amendments the Executive Committee is abolished and commissioner has been made overall incharge of the administrative staff of the municipality. He is placed under the administrative control of the Chairman who is Chief Executive. The trend is towards concentration of power. The changes revolve around the municipal structure and no efforts are made to solve the problems of inadequate finances and state control.

388. SUKUMARAN NAYAR, V. K. (ed.) *Problems of municipal administration in Kerala*. Trivandrum: Indian Institute of Public Administration, Trivandrum Branch, 1962. 167 p.

Contains the proceedings of, and selected papers read at the Seminar on "Municipal Administration in Kerala", held under the auspices of the Trivandrum Branch of the IIPA on Feb. 6-7, 1961.

389. SUNDARAM, K. V. Boundaries of local government areas in India. *India Journal of Commerce*, 43:1-4 (January-December 1968) 34-9.

390. TIPNIS, B. B. Tripod of municipal administration. *Quarterly Journal of the Local Self-Government Institute*, 39:1 (July-September 1968) 37-9.

As city fathers cannot be called back, the electorates are powerless to check the ruling party from the role of dictators in civic affairs. The author propagates an ideal administration resting on following three principles: Constitution of mixed government; Transparent administration ; and Auto investigation.

391. TIWARI, Arya Ramchandra G. *Making of the leader: Sardar Vallabhbhai Patel—his role in Ahmedabad Municipality (1917-1922)*. Vallabh Vidyanagar: Sardar Patel University, 1967. viii+264 p.

Sardar Vallabhbhai Patel started his public career with his entrance into the Ahmedabad Municipality. This study undertaken on behalf of the Sardar Patel University reveals Patel's work that he did in the Ahmedabad Municipality as Chairman of the Sanitary Committee and later as President of the Municipality.

392. TIWARI, Arya Ramchandra G. Municipal administration in Bombay State. In B. B. Majumdar (ed.) *Problems of public administration in India*. Patna: Pustak Mahal, n.d., p. 271-81.

The present structure of municipal bodies is reviewed and suggestions for improvement are advanced.

393. TYAGI, A. R. Municipal administration in Haryana. In A. Avasthi (ed.) *Municipal administration in India*. Agra: Lakshmi Narain Agarwal, 1972, p. 143-62.

With a brief historical review the present administrative structure is discussed.

394. TYAGI, A. R. Municipal administration in a socialistic welfare society. *Nagarlok*, 2:2 (April-June 1970) 23-7.

Since independence various efforts have been made to reform the municipal government but none of these reforms have shown any appreciable results. The author stresses the need for establishment of the functionally specialised authorities. Only then the local councils

would be able to undertake urban community development programme, different types of development programmes in the social and economic spheres.

395. TYSEN, F. J. *District administration in metropolitan Calcutta*. Bombay: Asia Publishing House for Institute of Public Administration, New York, 1961. xiv+53 p.

Records the results of work undertaken in and around Calcutta.

396. UNITED NATIONS. Department of Economic and Social Affairs. Public Administration Division. *Administrative aspects of urbanisation*. New York: U. N., 1969. iv+228 p.

Based on the comparative study carried out with the cooperation of the Institute of Public Administration of New York, and on the U.N. Workshop on Administrative Aspects of Urbanisation, held at the Institute of Social Studies, at the Hague, 11-20 November 1968.

397. VAIDYA, Bhai. Effectiveness of the committees in municipal administration. *Quarterly Journal of the Local Self-Government Institute*, 45:3 (January-March 1975) 383-91.

The view that even in municipal system of government committees play a significant role is gaining wide acceptance. Municipal Corporations are not the proper places where important subjects can be put on anvil and straightened properly. Subjects can be discussed in a cool and composed manner, in great detail, and in dispassionate and objective way in the committees composed of small numbers. The author discusses the committee system in municipal administration in all its aspects, the various forms and status of the committees, the differing methods of the appointment and their different sizes, and above all their relationship with the parent body. He adds that all the good work done by the committees can be destroyed or at least its significance minimised, if they do not

work within the overall framework and with a sense of direction and coordination. He also suggests measures which contribute to the effective functioning of the committees.

398. VARMA, Vishwanath Prasad. Policy formulation at the municipal level. In S. K. Sharma and V. N. Chawla (eds.) *Municipal administration in India: some reflections*. Jullundur: International, 1975, p. 144-9.

Six types of policies are enumerated: Coercive and penal ; Contractual and cumulative ; Distributive ; Regulative ; Liquidative and retaliatory ; and Technical, operative and routinized. And decision-making has been categorised in five stages: Collection of historical material and statistical data ; Definition of adequate alternatives meant for solution of a problem ; Consideration of the views of the interested agencies and role-makers and the press as well as the visualisation of the anticipated reactions of the public ; and Further decision either to stick to the original decision or the revocation of the decision.

399. VENKATA RAO, V. Municipal administration in Assam. *Journal of the National Academy of Administration*, 16:2 (April-June 1971) 27-34.

400. VENKATA RAO, V. Municipal administration in Assam. In A. Avasthi (ed.) *Municipal administration in India*. Agra: Lakshmi Narain Agarwal, 1972, p. 87-112.

Evolution, present constitutional structure and functional administration is discussed.

401. VISALAKSHI, N. R. Municipal administration in Kerala. In A. Avasthi (ed.) *Municipal administration in India*. Agra: Lakshmi Narain Agarwal, 1972, p. 171-96.

The subject is discussed under the following heads: A historical perspective ; The present structure ; Functions and activities ; Municipal services ; Finances ; State

control ; Working of municipalities ; Role of political parties in the working of municipalities ; and Problems of municipalities and the way-out.

402. VOHRA, N. N. Municipal administration: some problems and perspectives. In S. K. Sharma and V. N. Chawla (eds.) *Municipal administration in India: some reflections*. Jullundur: International, 1975, p. 299-306.

Some fundamental problems of municipal administration are analysed and possible solutions are advanced.

403. WOLDMAN, Joel Murray. Changing patterns of local government in a north Indian district. *Ph.D. thesis, Michigan University*, 1966.

EXECUTIVES (INCLUDING POLITICAL EXECUTIVES & COUNCILLORS)

404. APPA RAO, T. Committee system in the municipal corporations of South India: a comparative study. *Quarterly Journal of the Local Self-Government Institute*, 40:1-2 (July-September—October-December 1969) 67-76.

Deals with the role played by various committees in the municipal corporations of Bangalore, Hyderabad and Madras.

405. APPA RAO, T. and M. Bapuji. The Municipal chairman in Andhra Pradesh. *Quarterly Journal of the Local Self-Government Institute*, 44:1 (July-September 1973) 57-61

The extent and scope of powers and functions of the Municipal chairman in Andhra Pradesh varied from time to time. At present he wields considerable powers and plays very significant role in the municipal government. He has a dual role. He himself initiates all the policies in the council meetings and works for the proper execution of these policies. In fact he embodies in himself

both the deliberative and administrative powers. Very recently he is empowered to exercise administrative control over the Commissioner. He is increasingly becoming political figure and unlike in the past, political parties do not ignore him.

406. ASHIRWAD, N. Civic leadership in Anakapalle. *Nagar-lok*, 7:2 (April-June 1975) 12-18.

On the basis of the data collected by the administration of a questionnaire and the municipal elections held in 1959 and 1967 in Anakapalle (Andhra Pradesh), this paper attempts to bring to light the nature and status of the individuals who are getting training in the art of representative government by being elected to the municipality. Also analyses the social and political background of municipal leaders, their educational attainments, age, occupation and economic base.

407. ASHIRWAD, N. Removal of municipal chairman in Anakapalle: a case study. *Quarterly Journal of the Local Self-Government Institute*, 48:4 (April-June 1977) 384-8.

The three cases studied in this paper on the removal of municipal chairman reveal certain behavioural patterns. Very often the device of no confidence motion has been used not for bonafide reasons for which it is intended by the statute, but as a pressure tactics. The group politics, personnel rivalries and family disputes were mainly responsible for moving no-confidence motion against the municipal chairman. This evil is also partly responsible for the supersession of the councils by the state government.

408. BADHE, G. S. Committee system in municipal councils. *Quarterly Journal of the Local Self-Government Institute*, 42:2 (October-December 1971) 145-60.

Elaborately discusses the committee system in the context of India in general and Maharashtra in particular. The constitution, sizes, functions and powers, the rules

of procedures, functionings of the committees have been dealt with in minute details. Frequently the committee system as obtains in Indian [local government has been compared with that of English local government.

409. BADHE, G. S. and M. V. Rao. Deliberative and executive relationship (with special reference to the Maharashtra Municipalities Act, 1965). *Bombay Civic Journal*, (February 1970) 32-7; *Quarterly Journal of the Local Self-Government Institute*, 40:3 (January-March 1970) 137-59.

The object of this article is to know whether the line as adopted between the two wings has worked smoothly or not. It is found that there are areas of friction, and some ways to overcome these frictions are suggested.

410. BADHE, G. S. and M. V. Rao. Improving the calibre of elective representation in the municipal corporation. *Bombay Civic Journal*, 15:2 (January 1969) 30-4; *Quarterly Journal of the Local Self-Government Institute*, 39:2-3 (October-December 1968—January-March 1969) 105-17.

Stresses the need for the improvement in calibre of elected representatives in the municipal corporation and discusses the methods which can be adopted to achieve the purpose.

411. BADHE, G. S. Role of political executive in local government. *Bombay Civic Journal*, 21:5 (July 1974) 3-6.
412. BADHE, G. S. and M. V. Rao. Simple majority versus two third majority for the removal of president. *Quarterly Journal of the Local Self-Government Institute*, 40:1-2 (July-September—October-December 1969) 11-66.

Written with special reference to the provisions available in various municipal enactments in Maharashtra. A comparative detailed analysis of municipal acts of other States is also made.

413. BHATT, Anil. Municipal commissioner in Gujarat: structure, process and style. *Nagarlok*, 10:2 (April-June 1978) 122-30.

The municipal commissioner is the sole head of executive branch and is appointed by the State government on a three-year term basis. The elected body has very little formal control over the commissioner but in practice due to political pressures he is often compelled to do things which he does not approve. Thus he is in an unenviable position of being held responsible for irregularities committed for the benefit of the political leaders. The *modus operandi* adopted by commissioners in tackling the situation are explained. The observations are based upon unstructured but indepth interviews with commissioners, corporators and officials and two indepth case studies.

414. CHOPRA, R. N. Role of a municipal commissioner. *Nagarlok*, 2:1 (January-March 1970) 8-12.

Evaluates the role of a municipal commissioner in India. The commissioner is not only responsible for the executive functions of the civic body but also helps the deliberative wing in chalking out policies and programmes. The progress of the corporation mainly depends on his zeal, industry, forbearance and tact.

415. CHOPRA, SAROJ BALA. Presidents and leadership in Kota Municipal Council: a study in background and attitudes. *Prashasika*, 6:4 (October-December 1978) 109-19.

Kota Municipality was established in 1863. The president is elected by the members from among themselves. After 1941, there have been only four Presidents. Details about their ages, education, socio-economic background, political experience, and activities in non-political field are presented. The success of Presidential leadership depends upon the support of his followers. In this paper an attempt is made to analyse the leadership traits

of the four Presidents. Their relations with the Minister for Local Self-Government, Director of Local Bodies, the Board Secretary, subordinates and citizens are explained with the help of a number of incidents. The leadership style of these four Presidents is of four separate types, namely—Social and democratic leadership, reformer leadership, political party leadership, and bureaucratic leadership. The necessary qualities for successful Presidential leadership are pointed out.

416. CHURCH, Roderick. Authority and influence in Indian municipal politics: administrators and councillors in Lucknow. *Asian Survey*, 13:4 (April 1913) 421-38.

Explores the nature, structure and consequences of influence within the Municipal Corporation of Lucknow. The first section describes the types of influence—personal relations, political backing, agitation and blackmail—that councillors employ in their dealings with administrators. Using two measures of influence, the next section delineates the distribution of influence and the characteristics of councillors most likely to emerge with influence. The final section looks at councillors' attitudes toward the suggestion that they be given more power.

417. DADIA, U. D. My experiences as a municipal councillor. *Bombay Civic Journal*, 19:3 (May 1972) 20-1.

418. Das, R. B. A comparative analysis of municipal executives: New York State, U. S. A. and Uttar Pradesh, India. *Ph.D. thesis, Syracuse University, 1962.*

419. DAS, R. B. and D. P. Singh (eds.), *Deliberative and executive wings in local government*. Lucknow: Lucknow University, Institute of Public Administration, 1968. xiv+168 p.

Incorporates working paper, proceedings and background papers of an All-India Seminar sponsored by the University Grants Commission at the University of Lucknow during October 1966.

Contents. Working paper, by D.P. Singh; Proceedings; Background papers—Deliberative and executive wings in local government : general problems, by G. Mukharji; Municipal corporations in U.P. : a historical note, by M. B. Singh; Deliberative and executive wings in panchayati raj, by D. N. S. Chauhan; Committee system, by Chetkar Jha; Political executives in local governments in Rajasthan, by Ziauddin Khan; Municipal politics in Nagpur, by V. S. Murti; The chief executive officer in local authorities, by M. A. Muttalib; Centralisation of municipal services, by D. P. Singh; Permanent executives in municipal corporations of U.P., by R. B. Das; Preparation of the budget in panchayati raj bodies in U.P., by S. R. Tewari; Administration of property taxes, by J. L. Seth.

420. DAVIES, Morton R. The representative's role in Indian municipal bodies. *Indian Journal of Public Administration*, 21 : 1 (January-March 1975) 74-84.

A comparative outline of the political and administrative processes of municipalities in India and Britain is briefly presented. Using municipal politics in Uttar Pradesh, an attempt is made to indicate how the system and its environment have interacted to influence the performance of specific roles within that system. The basic legal framework for municipal politics in Uttar Pradesh is described. There are five municipal corporations in U.P. Due to scarce financial resources these corporations are unable to meet the total demand for even the most immediate civic needs. Therefore, the councillor has to voice the demands of his constituents and compete on their behalf for the available resources. The powers of the elected representatives are severely limited by the financial and legal powers of the State government, and by the administrative and other allegiances of the administrators. Though the councillor is still concerned with the allocation of priorities, the focus of his activity has moved from the policy making arena, to a concern with administrative discretion and the administration of policy decisions.

421. DEKA, K.M. Municipal government in Gauhati: a study of urban leadership. *North Eastern Research Bulletin*, 3 (Summer 1972) 39-51.
422. D'SOUZA, J. B. A possible reason for municipal maladministration. *Nagarlok*, 3 : 1 (January-March 1971) 49-51.

Examines the chief executive's powers of municipal corporations. His powers of recruitment are limited and is not free to recruit competent men. He is not able to punish guilty officers due to pressure of municipal councillors, who procure petty favours from lower ranks of officers resulting in promotion of incompetent officials. The author opines that the control of chief executive on the administration thus becomes ineffective.

423. HOSHIAR SINGH. Powers and functions of municipal chairman in Rajasthan. *Quarterly Journal of the Local Self-Government Institute*, 46 : 4 (April-June 1976) 708-13.

The chairman of a municipality in Rajasthan as provided in the Rajasthan Municipal Act, 1959 wields considerable power and influence. As the chief municipal executive he presides over all meetings of the council or board, exercises all administrative and supervisory functions, decides the tax policy in consultation with the municipal members and in matters pertaining to municipal finances and budget he is generally the chief adviser. But being dependent on majority vote, he is also exposed to the possibility of being removed through party manoeuvrings. Moreover, the wide general powers conferred on the State government in regard to his removal under the Act, further makes his position vulnerable. The author underlines the imperative need for modifications of the chairman's powers and functions so as to reduce concentration of powers in him and to enable him to effectively perform his main functions of policy making and coordination as an elective head.

424. HOSHIAR SINGH. No confidence motions in Rajasthan municipalities : a case study in Jhunjhunu district. In S. K. Sharma and V.N. Chawla (eds.) *Municipal administration in India : some-reflections*. Jullundur, International 1975, p. 63-75.

Presents an analysis of the genesis and outcome of eight no confidence motions in five municipalities in Jhunjhunu district, viz. Jhunjhunu, Mandawa, Udaipurwati, Surajgarh and Khetri.

425. HOSHIAR SINGH. Removal of municipal chairman: case study in Rajasthan, by Hoshiar Singh Sihag. *Nagarlok*, 4 : 2 (April-June 1972) 42-6.

This paper explains how and on what grounds the chairman is removed by a no confidence motion in four municipalities of Rajasthan. The author concludes that the party politics and personal rivalries are responsible for the sponsorship of no confidence motion. These case studies also reveal the deficiencies in the Rajasthan Municipal Act with regard to the procedure of the removal of a chairman.

426. JAMES, P. A. and A. Murlidhar Rao. The councillors and the commissioners in Hyderabad : their roles and relations. *Nagarlok*, 4 : 1 (January-March 1972) 18-23.

Deals with the possible causes for friction between the commissioner representing the executive wing, and the Mayor, the Standing Committee and the council representing the deliberative wing. The author examines the type of relations that exist between the two wings and the lines which they tend to develop.

427. JAMES, P. A. and A. Murlidhar Rao. Mayoralty in India : no case for more powers. *Journal of Administration Overseas*, 9 : 2 (April 1970) 121-8.

The evolution of mayoralty is largely the product of tradition, political wrangles, and administrative contrivance. In almost all the cities of India, the mayor is elected by the council. Under the Hyderabad

Municipal Corporation Act, the mayor presides over meetings of the corporation enjoying the usual powers of a presiding officer. It is seldom that friction arises between the mayor and the municipal authorities. The arguments for conferring additional powers on the mayor are examined. In many Corporations the commissioner is the channel of communication between the Government and the Corporation. Various reasons are given as to why the presiding nature of the office of mayor should not be turned into an administrative and executive one. In his position today, the mayor is devoid of any significant statutory authority. A shrewd politician even within the ambit of his non-powerful presiding role, can earn goodwill and wield influence, by according due recognition to council members, by being impartial as a presiding officer, by placating his own group in the council, by respecting the chairman and members of the standing committee, by his amicability with the commissioner and by maintaining harmonious relations with the officers of the Corporation.

428. JANGAM, R. T. and B. A. V. Sharma. *Leadership in urban government*. New Delhi : Sterling, 1972. 128 p.

The study aims to find out the educational, socio-economic, political and organisational background of the city government leaders of a medium-size city like Jalna (Maharashtra) and the kind or extent of influence the background had on their ability to function as efficient and successful leaders.

429. JHA, Chetakar. *Local government by committee : the committee system in British and Indian local authorities—general principles and practice*. Patna : Novelty, 1963. xii+123 p.

Shows the great importance of the committee system in local government in Britain and in India. The differences which have developed in the process of transplantation and adaptation are pointed out. Also deals with various kinds of committees, their composition

and functions, the position of chairman, chief officers, co-ordination and control.

430. KAPU, B. Pedu. My experiences as a special officer. *Civic Affairs*, 25 : 1 (August 1977) 29-35+ ; 25 : 2 (September 1977) 13-19.

The author has been Commissioner & Special Officer, Vizianagaram Municipality, Andhra Pradesh.

431. KISTAIAH, M. Social background of municipal councillors in Telengana. *Nagarlok*, 4 : 1 (January-March 1972) 10-17.

Aims at knowing the social status, educational background and economic position of councillors in Telengana region. There are 552 councillors in this region. The study reveals that the councillors are from the lower strata of the society. They are middle aged people with poor educational background. Agriculture and small business are the occupations of most of the councillors.

432. KRISHNA IYER, V. S. Mayoralty : a grand job with no powers. *Quarterly Journal of the Local Self-Government Institute*, 33 : 2 (October-December 1962) 112-14, *Civic Affairs*, 10 : 7 (February 1963) 21-2.

The author who held the office of Mayor of the Bangalore City Corporation feels that this office is ornamental and enjoys no powers.

433. MACCORKLE, Stuart A. Council-administrative relationships. *Public Management*, 44 : 8 (August 1962) 170-2.

This article, abstracted from an address presented at the Second Institute for Texas Mayors, Councilmen, and Commissioners held in McAllen, examines the relationship between the city council and administrative personnel of the city.

434. MEHRA, S. P. Mayors without executive powers. *Civic Affairs*, 5 : 11 (July 1958) 7-8.

The mayor who is called the First Citizen of the City is merely an ornamental figurehead devoid of all powers. During pre-independence days such a situation could work as country's best talent had to find outlet for its energies by working on the Corporation Councils. But today when every position of power is open to Indians, the members of corporations do not seem happy with such a position of mayoral office.

435. MEHTA, Usha. Locale of executive authority. *Bombay Civic Journal*, 24 : 6 (August 1977) 11-15.

436. MISHRA, S. N. Municipal leadership in action : a case study of Gaya. *Quarterly Journal of the Local Self-Government Institute*, 49 : 4 (April-June 1978) 333-42.

The author approaches the question of municipal leadership by focussing his study of the role behaviour of the municipal councillors. He confines his case study to municipal councillors of Gaya. His findings reveal that the civic leaders of Gaya seem to have endeavoured to take on democratic orientation, although quite a few of them come from conservative traditionalised milieu. They are more representatives of the elitist groups and come to reflect special interests and pressure groups rather than variety of the views and feelings of the populace at large particularly the weaker section of the society. The councillors further have largely been occupied in their dealings with the municipal administration with individual grievances of their constituents rather than larger interest of the community. Such preoccupation with individual cases, observes the author, often makes them a mouthpiece of those responsible for breach of rules and byelaws. The author stresses the need for two-way education both for the leaders and the followers,

437. MISHRA, S. N. *Politics and leadership in municipal government*. Delhi : Inter-India Publications, 1979. 123 p.

A field report on Bihar, describes the urban leadership in medium-sized Indian cities. Attempts to answer the question as to what kind of leadership tends to be at the helm of affairs in a medium sized city ; its socio-economic, educational and political background, and whether this background has any bearing on the performance of the leadership.

438. MOHAPATRA, Manindra Kumar. Attitudinal orientations of urban legislators towards the ombudsmanic demands from constituents : a research note. *Nagarlok*, 5 : 1 (January-March 1973) 29-35.

The objective of this article is systematic exploration of the attitudes of local legislators towards their ombudsmanic role on behalf of the aggrieved constituents. The study is based on the attitudinal data collected from ex-councilmen from six cities in South-Eastern Virginia.

439. MUKHERJEE, Subrata Kumar. The chairman under the Bengal Municipal Act. *Nagarlok*, 3 : 3 (July-September 1971) 41-6.

Under the Bengal Municipal Act the chairman is the supreme executive head of the municipality. The main function of the chairman should be policy making and coordination. The author opines that by appointing Executive Officers and utilising services of the Standing Committees, the numerous powers of chairman may be effectively checked.

440. MUTTALIB, M. A. City government by committees. *Nagarlok*, 1 (1969) 13-24.

This article is a survey of the Hyderabad City Municipal Corporation for the purpose of understanding of committee system in detail. Here committees are viewed at from different angles such as constitution, periodicity,

nature of jurisdiction, mode of operation and nature of functions. The functions and powers of the committees are described under the categories of quasi-legislative, managerial, financial, quasi-judicial and advisory. Author also examines the relationship of committees with Council, Commissioner, Mayor and Political Parties.

441. MUTTALIB, M. A. The municipal commission. *Public Administration (London)*, 45 (Autumn 1967) 297-303.

The municipal commissioner is the Indian contribution to the art of city government. This article reviews the office of the municipal commissioner in all its aspects—appointment, powers and functions, relationship with the elected leadership, etc. It is contended that an able and popular commissioner has always carried the elected bodies with him, and the elected bodies look to him for initiative and new policy issues.

442. NARAYANA RAO, P. S. Management organisation in city municipal corporations. *Integrated Management*, 80 (December 1972) 16-18.

On the basis of a study conducted by the author of the managerial set-up and functioning of the Bangalore Corporation, outlines the organisational features of corporation managements and pleads for training policy makers in decision making.

443. ONKAR NATH. *Organization and working of office of municipal commissioner, Jaipur*. Jaipur : 1968. 106 p. Typed-manuscript.

M. A. Public Administration examination 1969 dissertation, Department of Public Administration, University of Rajasthan, Jaipur.

444. PADHI, A. P. The socio-economic and political background of the municipal councillors in Orissa : a case study. *Prashasnika*, 4 : 3-4 (July-December 1975) 28-39.

Although the councillors are endowed with many

powers with regard to greater mobilisation of resources, they are unwilling to exercise their authority. This study based on the empirical enquiry of the socio-economic and political background of the municipal councillors of Sambalpur, aims at understanding their democratic traits, educational and economic status, and party affiliations. The data are presented in a number of tables. Ordinarily a councillor is from the middle age group and belongs to the middle class and Hindu religion. Most of them are drawn from trade and cultivation and have some experience in municipal politics. They do not have higher education standards and higher incomes.

445. PANDIT, J.V.K.V. Municipal chief executive in Andhra Pradesh. *Quarterly Journal of the Local Self-Government Institute*, 49 : 1 (October-December 1977) 144-49.

Traces the evolution of the office of municipal commissioner in Andhra Pradesh. In the short period the office of the municipal commissioner was subject to several changes. However, his office remained unchanged until the enactment of Andhra Pradesh Municipal Committee Act, 1965. The creation of executive committee under this Act reduces the position of the commissioner to that of a glorified clerk. He lost most of his powers to the executive committee, which emerged as supreme body, but under the municipal amendment act of 1971 the commissioner became an important functionary with a greater degree of latitude for the fulfilment of his functions and responsibilities. The new Act provided broad-based statutory foundation to make him a well-equipped officer to carry out the activities with the utmost freedom and confidence.

446. PANDYA, H. J. and J. V. Vyas. Relationship between deliberative & executive wings. In S.K. Sharma and V.N. Chawla (eds.) *Municipal administration in India: some reflections*. Jullundur, International, 1975, p. 194-202.

In big cities, the corporation type of city government after the Bombay model, with its tripartite division of powers, is in vogue, whereas in towns the council-committee system of the British type is in practice. The Madras model is also adopted in Southern states. This paper reviews, in general, the relationship between the deliberative and executive wings of the city government.

447. PANDYA, P. C. Mayoral powers in city government. *Bombay Civic Journal*, 14 : 1 (March 1967) 9-12.

Discusses what powers a mayor in a municipal corporation should have in the light of the recommendations made by Conferences of Mayors, Maharashtra Government Committee appointed to consider *inter alia* amendments to the Municipal Corporation Act and the Rural-Urban Relationship Committee.

448. RAJADHYAKSHA. N. D. The locale executive authority. *Quarterly Journal of the Self-Government Institute*, 49 : 1 (July-September 1977) 22-7.

Discusses the place of the executive authority in relation to the municipal government. Lists its powers and duties and argues for happy relations between the executive authority and the council so as to achieve the twin objective of the democratic government and good and efficient administration. Argues for more positive acceptance of the leadership and primacy of the chief officer.

449. RAJADHYAKSHA, N. D. The role of deliberative wing : need for corporate approach. *Quarterly Journal of the Local Self-Government Institute*, 45 : 3 (January-March 1975) 393-8.

The traditional departmental attitude towards the local government should be replaced by corporate outlook. The traditional dichotomous role in civic management, i.e., policy making being the exclusive function of the elected representatives and carrying on administration being the exclusive business of the

administrators or officials, strikes at the very root of this corporate approach which is so very vital to the development of the proper management system in local government. The deliberative wing and executive wing should be present at every stage of management process. Further, the democratic form of corporation, the committee system and the rigid hierarchical structure of the services have no doubt some strong points, but in many ways they are not geared to the modern complex of managing millions of people and crores of rupees worth assets and services. The city of today requires the organisation-structure the planning system and management methods commensurate to this gigantic task referred to above. To approach the problem of deliberative wing from the age-old angle of master-servant mentality would be like searching in a dark-room a black cat which is not there.

450. SHARMA, Inder Prabha. Leadership role of the executive officer in municipal administration. In S. K. Sharma and V. N. Chawla (eds.) *Municipal administration in India : some reflections*. Jullundur, International, 1975. p. 11-22.

The concept of leadership role is elaborated. Functions and powers of the executive officer are discussed and his relations with the council are reviewed in view of the leadership role he can play.

451. SINGH, D. P. Relationship between officials and non-officials in urban local bodies. *Journal of the National Academy of Administration*, 16 : 2 (April-June 1971) 135-42.
452. SINGH, S. N. Political executive's dilemma. *Bombay Civic Journal*, 20 : 5 (July 1973) 23-5.
453. SINHA, Ramashraya. A case for political executive in municipal government in India. *Nagarlok*, 7 : 3 (July-September 1975) 34-9.

The paper highlights the inherent weaknesses of the

present structure of municipal corporation in India. The structure lacks political executive ; its chief executive an appointee of the government is an encroachment upon the democratic principles ; and it contains seeds of conflict between the deliberative and the executive wings. The mayor, being only a ceremonial head and a presiding figure, does not possess any executive or administrative authority.

This model has been viewed advantageous by some for according to them, in this the administration is freed from political interference and efficiency is ensured. But it is overlooked that under it the quantum of political control is meagre. The Chief Executive is not responsive and accountable to the political wings. As such the structure fails to conform to the democratic principles. Efficient government never means irresponsible government. In fact good management requires that authority and responsibility should go together. The Chief Executive lacks initiative and leadership too, and the mayor for want of executive authority has not acquired the capacity for leadership. Thus there exists a political vacuum.

The structure, therefore, calls for a rethinking for its democratisation and modernisation. Though the national pattern of government favours Cabinet type, this may fail to provide integration and stability in administration. Hence a single man political executive, endowed with real executive power with an administrative officer subordinate to him to assist like the American Chief Administrative Officer and elected directly or from amongst the corporators with fixed tenure may be tried.

454. SINHA, Ramashraya. The evolution of municipal executive in India. *Civic Affairs*, 22 : 2 (September 1974) 11-15.

The author discusses briefly the evolution of the Office of Municipal Commissioner. The office was created for the first time in Bombay in 1888. There has

been no significant change in the pattern which was laid down about a hundred years ago. The Bombay model, with minor local variations has been adopted by thirty-two cities constituted as corporations. The basic theme of the model is the bifurcation between the deliberative and executive functions of the city government and the concentration of the executive authority in the hands of a Municipal Commissioner.

455. SINHA, Ramashraya. Policy role of a municipal executive in India. *Quarterly Journal of the Local Self-Government Institute*, 49 : 1 (October-December 1977) 135-43.

Traces the policy role of municipal executive in India. Compares the municipal executive in the cities of United States having different systems of local government. What is striking in the case of the municipal executive in India is that he, neither like a city manager is an appointee of the council, nor any elected representative or popular body is responsible for him as is the case for a civil servant. He is neither responsible to the popular body nor to the electorate. He is a policy leader and displays an assertive role. Though this role is of great importance, observes the author, it is exercised under conditions of complete irresponsibility. It is a case of power without responsibility which should have no place in a democratic structure. The case of municipal executive in India seems to be more inconsistent with democratic theory.

456. SREENIVASAN, K. N. City mayor's functions. *Municipal Gazette (Madras)*, 20 : 3 (August 1957) 2-3+

Attempts to answer the following questions: "who is the mayor"? and "what are his functions"?

457. SRIVASTAVA, Om Prie. The position of mayor in Uttar Pradesh and suggestions for improvement, by Om Prie Srivastava. *Civic Affairs*, 26 : 1 (August 1978) 25-35.

An attempt is made to examine the position of the mayor, and suggest measures for the improvement in the relationship between the two wings, *i.e.*, political and executive in the interest of promoting good municipal government as well as for making the position of mayor more sound and effective.

458. SRIVASTAVA Saraswati. Power structure in urban India : a case study of Varanasi City. *Civic Affairs*, 25 : 3 (October 1977) 9-20; 25 : 4 (November 1977) 15-28.

Reports the findings of an investigation into the power structure of urban community in the city of Varanasi. Social and occupational characteristics and prior-career background of the members of the municipal corporation and its officials is used for the analysis of the changes in the power structure. As corporators, economic social notables are gradually being replaced by middle-class business-men, professional politicians and representatives of organised labour, caste and community associations. Hardly a few local politicians aspire for state-level leadership and their most important role is to act as intermediaries between the people and the bureaucracy. As municipal corporators have not much power to wield, people aspiring for real power are not attracted to municipal politics.

459. TIWARI, Abnash Chander. *Municipalities and city fathers in the Punjab, 1963*, by Abnash Chander Tewari. Delhi, Adarsh Publishing House, 1964, (xvi)+264 p.

A guide book giving factual data of municipalities and names of Councillors in the Punjab in the year 1963.

460. TRIVEDI, A.S. Interest-groups and the executive-deliberative wings : relationship in Lucknow Municipal Corporation. *Quarterly Journal of the Local Self-Government Institute*. 38:1-2 (July-September—October-December 1967) 109-14.

Taking illustrations from Lucknow Municipal Corporation, the author attempts to support the contention that

elected representatives and officials often form groups and try to influence personnel practice.

461. TYAGI, A.R. Relationship between the deliberative and executive wings in the Punjab municipal government. *Quarterly Journal of the Local Self-Government Institute*, 36:4 (April-June 1966) 343-52.

Raises the problems arising out of the relationship between the deliberative and executive wing and discusses the provisions of the Punjab Municipal Bill, 1963 to solve them. It is concluded that the separation of the deliberative and the executive functions and vesting of the latter in the members of a provincialized service of municipal chief officers is a step in right direction.

462. VAJPEYI, Dharendra Kumar. Municipal corporations in Uttar Pradesh: elected representatives and executive officers—their roles and relationship. *Journal of Local Administration Overseas*, 5:4 (October 1966) 243-50.

Discuss the problem of co-ordination between elected and appointed officials in a municipal body, in the light of Uttar Pradesh Nagar Mahapalika Adhiniyam, 1959 introduced in Kanpur, Allahabad, Varanasi, Agra and Lucknow (KAVAL) towns through a scheme of decentralization and separation of powers between the permanent executives and elected representatives.

463. VENKATA RAO, V. Political executive in municipal administration in Assam. In S. K. Sharma and V. N. Chawla (eds.) *Municipal administration in India: some reflections*. Jullunder, International, 1975, 150-59.
464. VILLALAN, R. Thillai. Powers of the commissioner of Corporation of Madras. *Madras Law Journal*, 148:2 (16 January 1975) 9-16.

Citing various cases, examines the position of commissioner of the Corporation of Madras before the Amending Act VI of 1961 came into force.

465. YOGENDER, T. Institution of mayor in Hyderabad Municipal Corporation: some issues. *Quarterly Journal of the Local Self-Government Institute*, 45:6 (October-December 1975) 565-71.

Discusses various issues relating to the institution of mayor and emphasizes that the mayor of Hyderabad should also be entrusted with more powers keeping in with the resolutions being passed by the Annual Mayors' Conferences to clothe the mayors with more executive powers befitting their positions.

466. YOGENDER, T. The socio-personal background of mayors in City Corporation of Hyderabad. *Quarterly Journal of the Local Self-Government Institute*, 49-3 (January-March 1977) 207-13.

Attempts to study the socio-personal background of mayors of Hyderabad Municipal Corporation. The author has collected data of mayors during the decade 1961-71 taking into consideration their sex, age, caste and their party affiliations. Findings, among others, are that 70 per cent of the mayoralty is held by males and 30 per cent by females; that the majority of mayors during this decade come under the age group of 30 to 55. Sixty per cent of them have been graduates and a considerable number comes from high castes.

467. YUVAPURNA, Chamanan. The municipal executive, *Civic Affairs*, 9 : 1 (August 1961) 33-8.

Briefly describes the most frequently used systems in which the executive function in the world's municipalities is being performed, and explains the trends in Southeast Asia.

468. ZAIDI, S.T.H. Municipal executives in Uttar Pradesh. *Civic Affairs*, 22 : 8 (March 1975) 9-11+

Examines the post-1966 development with regard to executives—their recruitment, promotion, relationship with the deliberative and the overall impact on the municipal administration in the state of Uttar Pradesh.

FUNCTIONS

469. AQUINO, Belinda A. Local government and community development: the Indian and Philippine experience. *Philippine Journal of Public Administration*, 10:2-3 (April-July 1966) 184-95.

Examines the concept of 'community development, and discusses the role of local government in community development programmes in India and Philippines.

470. BHARGAVA, B. S. Local government and national development. *Voluntary Action*, 12:1-2 (January-February 1976) 25-7.

Discusses the role of local governments in the process of political development; referring to different countries to support ideas and statement.

471. BHATTACHARYA, Ardhendu. Local government framework and metropolitan planning. *Economic and Political Weekly*, (11 July 1970) 1057-9.

The structure of local self-government is a product of British administration. The municipal governments in the Greater Calcutta region grew up originally around jute settlements. In spite of profound sociological and economic changes the municipal structure has remained the same. One answer to the inadequacies of the present system may be through the development of a true metropolitan government. But this too has its special problems. The question, therefore, is how to make local government in a metropolitan set-up more purposeful.

The Basic Development Plan for the Calcutta Metropolitan District has sought to formulate an answer within this framework.

472. BIJLANI, H. U. *Urban problems*. New Delhi : Centre for Urban Studies. Indian Institute of Public Administration, 1977. xvi+171 p.

Bibliography, p. 155-64. Unfolds a wide variety of

urban problems—poverty, over-population, slums, traffic, pollution, deterioration in the quality of urban life, legal problems, etc., together with some case studies.

473. DAS. R. B. (ed.). *Urban planning and local authorities*. Lucknow: Regional Centre for Research and Training in Municipal Administration, Lucknow University, 1970. xiv+137 p.

Background papers contributed to a Conference organised by the Regional Centre for Research and Training in Municipal Administration, Lucknow University held on December 6 and 7, 1968.

474. DATTA, Abhijit. Human settlements and local government in India 2000. *Planning and Administration*, 3 : 2 (Autumn 1976) 85-90.

The paper is divided into three parts : in the first part, the existing pattern of local government system has been outlined and the variations in the system in terms of rural and urban governments indicated ; in the second part, the lines of reforming the system through resolving the duality of field administration and local government and operational reforms in the planning, administering and financing human settlements have been highlighted ; in the third part, the problems of decentralisation and citizen-participation have been reviewed and a series of forecasting attempted in this connection, with a 25 years' time horizon.

475. DATTA, Abhijit. Public policy for urban utilities. *Nagarlok*, 8 : 1 (January-March 1976) 14-18.

The problems arising out of inadequate linkages between urban interests and policy formulation in urban utilities is the main focus of the article. The examples are limited to three specific utility services, viz., water supply, transportation and electricity. The urban interests have been examined from the angles of organization, pricing and distribution of utilities.

476. DESAI, M. W. Role played by the Municipal Corporation of Greater Bombay in the protection of ecology, environment and man : problems faced and solutions evolved. *Bombay Civic Journal*, 20 : 11 (January 1974) 17-25.

477. GORVINE, Albert. The utilization of local government for national development. *Journal of Local Administration Overseas*, 4 : 4 (October 1965) 225-31.

Development must come from within the country. This paper attempts to indicate a new and different role for local government in national development, and suggests recommendations for a new emphasis in the entire relationship of the local government to the national government.

478. GUPTA, Shibshankar P. Scale effects on efficiency in the provision of municipal services. *Nagarlok*, 3 : 4 (October-December 1971) 44-52.

In this paper, an attempt is made to analyse the scale effects on efficiency in provision of municipal services. Section I deals with the different concepts of efficiency in order to show to which concept the scale effects are related. Section II presents a theoretical framework for an analysis of scale effects to help decide appropriate sizes of urban governmental units and their functions. Section III discusses the problems and methodology of analyzing the scale effects. Section IV reviews a reorganisation of urban local units from the point of view of scale effects.

479. HUDSON, James, F. and David H. Marks. Screening the impacts of municipal service policy changes. *Socio-Economic Planning Sciences*, 11 : 2 (1977) 49-59.

The planning of municipal service delivery systems requires accurate forecasts of demand, and particularly of the effects the quality of service delivery has on demand. A methodology for this problem should meet three criteria : it must be low-cost and use generally

available data ; it must be based on user behaviour, so that the effects of policy changes can be correctly attributed ; and it must allow testing of the transferability of the results, since this is required for general forecasting use. This paper develops such a methodology, based on econometric analysis of data from a number of service areas within a number of regions, forming a double cross-section.

480. INAMDAR, N. R. Urbanisation and local government in the framework of planned development. *Civic Affairs*, 14 : 11 (June 1967) 5-8.

481. INDIA. Secretariat Training School. *Report on Education Department of Municipal Corporation of Delhi*. New Delhi : STS, 1966, 39 p.

Studies the problems faced by the Education Department of the Municipal Corporation of Delhi, in the sphere of personnel management, records management and certain other aspects affecting the general functioning of the department. Divided in three sections and makes specific recommendations to ensure smooth and efficient working to the department, to achieve better employee-employer relations.

482. INDIAN Institute of Social Welfare and Business Management. Regional Centre for Training and Research in Municipal Administration. *Seminar on urban complexities of 1976-77*. Calcutta : I. I. S. W. and B. M., 1976. Various paginations. (Mimeo.)

Seminar held at Calcutta, December 16-19, 1976. In all 4 workshops were held and 24 papers presented. The workshops were : On local bodies ; On urban planning ; On socio-economic problems under urban development ; On impact of urban development on health and welfare.

483. KERSHAW, P. B. Output measurement in local government. *Local Finance*, 3 : 3 (June 1974) 14-20.

Considering 'output measurement' as the best possible

device to avoid the wastage and to achieve the best possible return on outlay, discusses the problems of definition, compilation and usage of the method.

484. KULKARNI, V. M. Role of municipal government in social welfare services. *Nagarlok*, 4 : 4 (October-December 1972) 9-15.

Municipal governments provide education, health services and are responsible for maintaining parks, etc. There are a few municipal governments which run beggar homes, houses for the aged, etc. In relation to social welfare services their contribution does not seem to be much. The author strongly feels that municipal governments can play major role in organising and operating social welfare services adequately and efficiently.

485. LAHIRI, Tarun Bikas. Service costs and size of towns : with special reference to Calcutta Metropolitan District. *Geographical Review of India*, 29 : 2 (June 1967) 90-8.

486. LUCY, William H., Dennis Gilbert and Guthrie S, Birkhead. Equality in local service distribution. *Public Administration Review*, 37 : 6 (November-December 1977) 687-97.

The authors propose a set of general tests of equity for local administrators to use in distributing public services. Four service categories are distinguished, and the problems of analyzing equitable service delivery for each category are discussed. A methodology for geographic analysis of service distribution is proposed. Emphasis is placed on the importance of analyzing service distribution equity using measures of combination of indicators of resources, activities, results, and opinions. Departures from equal treatment need to be justified, in part, by raising service measures. Despite the difficulties of measurement, officials in large local governments will have a much sounder basis for decisions about service distribution, if analysis of equity becomes part of operating routines.

487. MATHUR, J. S. Regional development and local government. *Journal of the National Academy of Administration*, 16 : 3 (July-September 1971) 71-9.
488. MUKHERJEE, Girijapati. Problems of urban government, by Girijapati Mukharji. In A. Avasthi (ed.) *Municipal administration In India*, Agra : Lakshmi Narain Agarwal, 1972. p. 1-10.
489. MUKHOPADHYAY, Syamal. Forms and functions of local urban government in North Bengal. *Geographical Review of India*, 39 : 1 (March 1970) 60-70.
490. PADHI, A. P. Municipal administration and education in urban Orissa. In S. K. Sharma and V. N. Chawla (eds.) *Municipal administration in India : some reflections*. Jullundur, International, 1975, p. 51-62.
491. PARTAP SINGH. Municipal public health services : a study of Haryana. *Nagarlok*, 6 : 3 (July-September 1974) 25-34.

The author attempts to judge the level and quality of public health services provided by the municipalities in Haryana. It is found that these services are rendered on considerably limited scale. Though the expenditure on each service has increased considerably, but there has been an increase in urban population and in the cost of providing services also. In consequence, the per capita availability of municipal services has not risen to any appreciable extent. The inability of the municipalities to render services adequately and effectively has strengthened the movement in favour of 'provincialisation' of certain services included within the sphere of their work. This is retrograde step. The remedy lies not in depriving the municipal bodies of their functions and responsibilities but in improving and strengthening their organisational and administrative set-up, allocating to them adequate financial resources and equipping them with competent personnel.

492. PARTAP SINGH. Municipalities and the provisions for public safety : a study of Haryana. *Nagarlok*, 7 : 2 (April-June 1975) 24-9.

Municipalities in Haryana have not been able to perform their function of public safety satisfactorily mainly because of the low per capita incidence of expenditure. Municipal expenditure for public safety over the years 1964-65 to 1968-69 is presented in the form of tables. It is suggested that the remedy for poor performance lies in financial assistance, expert and technical help, structural reorganisation and wider tax base.

493. PARTAP SINGH. The performance of municipalities in the field of public works : a study of Haryana. *Quarterly Journal of the Local Self-Government Institute*, 45 : 6 (October-December 1975) 547-52.

The performance of municipalities in services has been far from satisfactory. Municipal services both in terms of volume and quality are at a low ebb. An overall idea of the scales of different services performed by the municipalities in Haryana can be gathered from the fact of distribution of expenditure on these services which is relatively very small. The author makes important suggestions to improve these services.

494. PARTAP SINGH. Water supply in municipal committees in Haryana, by Pratap Singh. *Civic Affairs*, 20 : 1 (August 1972) 43-8.
495. PATEL, Thakorbbhai V. Baroda city : a torch bearer of socialist programmes. *Civic Affairs*, 20 : 9 (April 1973) 9-13.
496. PEDNEKAR, R. S. Management of municipal properties. *Bombay Civic Journal*, 18 : 3 (May 1971) 26-9.
497. PHADKE, Sindhu. Integrated services for children. *Nagarlok*, 4 : 4 (October-December 1972) 39-43.

An integrated approach implies direct and indirect services which influence the well-being of children. It is suggested that Children's Boards should be set up for proper policy and implementation at national, state and local levels. As far as the city level is concerned, the board should have representation from various state and municipal departments.

498. RAHEJA, B. D. Municipal enterprises in India. *Lokudyog*, 3 : 1 (April 1969) 23-31.

The historical concept of municipal utilities is gradually giving way to metropolitan or regional utilities—a development necessitating new organisational patterns in governmental systems, new laws, rules and regulations and new relationships between public and private sectors. In this article an attempt has been made to analyse some of the elements of the problem and identify the nature and scope of these developments. Also studies the major aspects of municipal enterprises from the standpoint of policy issues, at central, state and local levels.

499. RAMO RAO, S. and M. Nageswara Rao. Urbanization : its impact on present and future—urban public service systems in Karnataka by 2001 A. D. *Nagarlok*, 11 : 1 (January-March 1979) 33-45.

Portrays the present and the future urban public service system in terms of preferred and desired levels of outlays by the year 2001 A. D. Considers a selected set of public goods such as water supply, public health and medical services, sewerage disposal, roads and sidewalks, street illumination and public safety, education, horticultural operations, directly produced and distributed by the urban governments.

500. RAO, P. V. and Shanta Kohli. *Education and recreational activities of urban local bodies*. New Delhi : Indian Institute of Public Administration, Centre for Training & Research in Municipal Administration, 1970, xii+86 p. (Our Towns—II).

Incorporates information in regard to the educational and recreational activities of municipal bodies collected through a questionnaire.

501. RAO, P. V. Social welfare services in municipal corporations : a survey. *Nagarlok*, 4 : 4 (October-December 1972) 16-23.

An attempt is made in this article to find out empirically the extent of social welfare programmes provided by municipal corporations during the year 1971-72. The study is based on 11 municipal corporations. The urban local bodies are expected to provide social welfare programmes like provision of poor homes, night shelters, creches, etc., but unfortunately these bodies could not attain any reasonable standard in this field due to financial stringency. The corporations are ready to undertake social welfare services provided they get the necessary financial assistance.

502. SACHDEVA, D. R. Local government services in India : a case study of Punjab, 1860-1960. *Ph. D. Thesis, London University, School of Oriental and African Studies*, 1967-68.

503. SACHDEVA, R. K. Municipal project planning. *Nagarlok*, 6 : 3 (July-September 1974) 35-45.

Municipalities spent huge amounts on various projects. A project delayed on account of improper coordination between different activities would lead to under-utilization of resources. The author thinks that net work techniques can help in reducing delays in implementation of projects.

504. SARASWATHY RAO, Y. Organisation and management of municipal utilities : a case study of Hyderabad. *Nagarlok*, 4 : 3 (July-September 1972) 14-21.

It is essential that a definite policy on municipal enterprises is formulated and a separate committee of the council is constituted to look after the remunerative enterprises. There is also an urgent need

of a separate department in this connection. The author has suggested that local bodies must follow a commercial approach in running the enterprises which is absolutely absent even now. The State Government, the Central Government and the Life Insurance Corporation, etc., should come with liberal conditions to help municipal enterprises.

505. SHANAKRAPPA, S. Civil defence organisation of the municipal corporation. *Bombay Civic Journal*, 19 : 5 (July 1972) 21-2.
506. SHARMA, Ram Dutt. Municipal enterprises : problems and prospects. In S. K. Sharma and V. N. Chawla (eds.) *Municipal administration in India : some reflections*. Jullundur, International, 1975. 313-19.
507. SHRIVASTAVA, P. P. Some aspects of civic management of Delhi. *Journal of the Institute of Town Planners, India*, 78 (January 1974) 25-9.
508. SINGH, Kamaldeo Narain. Administration for urban development : the question of agency. *Quarterly Journal of the Local Self-Government Institute*, 49 : 1 (October-December 1977) 127-31.

What exactly should be the role of the urban local government with regard to the urban development ? The article answers this question by saying that the whole affair of securing a planned development of town should be the charge of the municipality or the city corporation in addition to its normal duties. It dispels the impression prevailing among many people that local government institutions are unable to cope with the problems of local development. He says that the defects attributed to local government are in fact inherent in any under-developed country like India and higher levels of government are only better off in a relative sense.

509. SINGHAL, Mohan. Municipal enterprises in Rajasthan. *Quarterly Journal of the Local Self-Government*

Institute, 42 : 3 (January-March 1972) 223-34.

Public utility enterprises of municipalities in Rajasthan showed constant loss during the last few years. But this loss is no argument for giving them up as they aim at providing goods and services to the local community efficiently and economically. The author hopes that if these enterprises are properly managed and financed, they can be converted into very good sources of income. He suggests that in order these enterprises become efficient and economical they should be better run by more than one municipality combinedly through an area-wide approach rather than by individual municipalities separately. The area-wide approach becomes more economical and feasible due to technological advancement on the one hand and urban growth on the other.

510. SRINIVASAN, N. Functions of municipal councils. *Nagarlok*, 2 : 3 (July-September 1970) 5-11.

The functions of municipal councils are public health, sanitation, medical facilities, education, public works, town planning, development and administration, etc. But these functions can never be static. They lose and others gain in importance as society changes. The central theme of this paper is that the efficiency and effectiveness of municipal councils in discharging their functions depend on their relationship to their permanent officials. Councillors and officials have to understand their limitations, and agree not to interfere and abstract each other's work.

511. SUBHASH CHANDRA. Urban community development and community services. *Nagarlok*, 4 : 4 (October-December 1972) 44-51.

Urban community development involves two fundamental ideas : the development of effective community feeling within an urban context and the development of self-help and citizen participation in seeking community integration and change. The author feels that these goals can be achieved through cooperative efforts,

collective action, group decisions and utilisation of all helping professions and agencies, voluntary and government, local, etc.

512. TANEJA, V. R. Local educational administration in India. In S. K. Sharma and V. N. Chawla (eds.), *Municipal administration in India : some reflections*. Jullundur : International, 1975. 364-78.
513. VAIDYA, K. D. Administration of telecommunication in India and role of local bodies. *Quarterly Journal of the Local Self-Government Institute*, 41 : 3 (January-March 1971) 229-36.
514. WEISE, R. Eric. Municipal government and public service. *Calcutta Municipal Gazette*, 144 : 2 (7 December 1974) 21-4.

MANAGEMENT TECHNIQUES

515. AMAR, G. K. Municipal materials management. *Nagarlok*, 5 : 4 (October-December 1973) 29-36.

Indicates the importance and value of material management and some of the fundamental concept of material management, applicable to municipal systems. The author strongly feels that it is proper time to make a beginning in this connection if urban local bodies are to discharge duties and functions efficiently and economically.

516. AVASTHI, A. O & M service for municipal bodies. In S. K. Sharma and V. N. Chawla (eds.) *Municipal administration in India : some reflections*. Jullundur ; International, 1975, p. 7-10.

517. BAKER, R. J. S. Systems theory and local government. *Local Government Studies*, 1 : 1 (January 1975) 21-35.

Highlights the need for a well digested and well understood contemporary theory in order to bring efficiency in the working of local government.

518. COINER, Jerry C. Concepts of urban information systems with application to India. *Nagarlok*, 9 : 3 (July-September 1977) 1-12.

The article purposes to provide planners and administrators with an overview of the key elements in an urban information system. New techniques for handling urban data via computers are described, and transitions from existing data management methods to computerized information systems are discussed. Possibilities for implementing computerized information systems in the four major cities in India are then evaluated in the light of the above.

519. DASS, H. B. Work simplification and procedural reforms. *Nagarlok*, 2 : 4 (October-December 1970) 68-73.

Deals with work simplification and procedural reforms in civic administration. Work simplification means streamlining of the process or processes of doing work in order to bring greater efficiency and economy in doing it. Procedural reform also broadly implies simplification of work. The author opines that these are very important tools of management and increase the economy, efficiency and productivity in all fields of activity.

520. FINZ, Samuel A. Productivity analysis : its use in a local government. *Governmental Finance*, 2 : 4 (November 1973) 29-33.

The successful implementation of a productivity measurement programme will help to fill a gap that might otherwise have been filled by a Planning Programming Budgeting System, i. e., the constant review and analysis of programmes and the choice of the best alternative(s) to accomplish a given objective.

521. GLENDINNING, J. W. and R. E. H. Bullock. *Management by objectives in local government*. London : Charles Knight, 1973. x+255 p.

Divided in four parts. Part first describes the basic concept of MBO and its application in local government. Parts two and three comment the introduction and implication of the MBO. Part four takes three case studies drawn from one country council and two city councils in U. K. where the MBO has been introduced.

522. GUPTA, B. N. Cost-benefit analysis. *Nagarlok*, 5 : 3 (July-September 1973) 20-4.

The aim of cost-benefit-analysis technique is to assist in rational approach to resource allocation based on consideration of all the relevant costs and benefits. It is a methodological approach to public investment decision making, if enforced can bring better results.

523. HATRY Harry, P. Applications of productivity measurement in local government. *Governmental Finance*, 2 : 4 (November 1973) 6-11.

There are at least four areas in which productivity measurements are potentially useful to local governments : cost reduction ; managerial control ; programme and policy formulation ; and to develop employee incentives.

524. HEARLE, Edward F. R. Information systems for city management. *Public Management*, 46 : 2 (February 1964) 34-7.

Examines the following questions : why information is becoming more important to managers ; What kinds of information are relevant to managing a municipality ; How do managers use this information and how can better municipal information systems and techniques improve management effectiveness ?

525. KRAEMER, Kenneth L. William H. Mitchel, Myron E. Weiner and O. E. Dial. *Integrated municipal information systems : the use of the computer in local government*. New York : Praegar, 1974. xiv+105.

Embodies proposals developed by the U. S. federal government's Urban Information Systems Inter-Agency Committee.

526. LARSON, Richard C. Approximating the performance of urban emergency service systems. *Operations Research*, 23:5 (September-October 1975) 845-68.

This paper presents an approximate procedure for computing selected performance characteristics of an urban emergency service system. The model presented can be used to analyze a number of resource allocation problems of urban emergency services, including (1) the 'districting problem', (2) the 'location problems', and (3) the 'work-load balancing problem'.

527. MALHOTRA, D.D. Managerial capabilities and municipal administration in India : relevance of managerial techniques. In S. K. Sharma and V. N. Chawla (eds.) *Municipal administration in India : some reflections*. Jullundur, International, 1975, p. 278-84.
528. MICHAEL, V. P. Management by objective in city management. *Bombay Civic Journal*, 23 : 1 (March 1976) 13-15+.
529. MILLWARD, J. G. *Municipal work study*. London : British Institute of Management, (1970) 138 p.
- In two parts. Part first deals with the general principles of work study; the second part illustrates how it can be applied to some of the services undertaken by local authorities.
530. MULKH RAJ. Cost benefit analysis : decentralisation versus metropolitanism. *Economic Times*, (7 May 1969) 5.
531. MUNDLE, Sudipto. Operations research in urban management. *Nagarlok*, 5 : 4 (October-December 1973) 44-50.

The paper is a non-technical review of the possible application of Operational Research in urban management. It starts with a brief discussion of the use of Operational Research methods in the planning of development programmes for the total urban system, drawing attention especially to estimation and forecasting models, programming models and simulation. This is followed by a discussion of the use of the Operational Research in specific urban segments and a methodological diagram on modelling techniques suitable for urban systems. Finally the paper raises some practical issues about the desirability of such techniques for urban management in India. The major thesis of the paper is that Operational Research methods, because of their rigour of flexibility, serve as an extremely useful kit of

analytical tools for the design function in urban policy making but that analysis based on these tools can never perform the choice function which must remain a prerogative of the policy-maker himself.

532. NOTTAGE, Raymond. Operational research for local councils. *Modern Government*, 6 (May-June 1966) 77-8+
533. ROSENBLOOM, Richard S. and John R. Russell. *New tools for urban management studies in systems and organizational analysis*. Boston : Harvard University, Graduate School of Business Administration, 1971. xiv+298.

In this book the authors are concerned with the growing use in urban governments of an evolving body of modern analytical tools. The focus, throughout the book is on the interaction between increased use of these new tools and the organization and management of urban affair. Based on four case studies of how technical difficulties and institutional obstacles influenced early efforts to introduce new analytic methods into organizations in the urban sector, this book offers some preliminary conclusions about their potential for wider use. It is the authors' conclusion that more systematic analysis of urban issues can yield beneficial results for administrators and citizens alike.

534. SAXENA, A. P. Planning for municipal services : a PPBS approach. *Nagarlok*, 3 : 1 (January-March 1971) 44-8.

In this article, an attempt is made to discuss the value of planning, programming and budgeting system in the area of municipal services. The author opines that if it is properly implemented in the field of municipal services, municipal functionaries can have better information for planning municipal programmes and for making choices among the alternative ways in which funds can be allocated to achieve the objectives, the methods of evaluating the programmes and the cost of operating them.

535. SHERMAN, T. P. *O and M in local government*. Oxford : Pergamon, 1969. x+264.

In two parts. The first concerns with the principles governing O and M work in local government, and ways in which the O and M function is exercised in local authorities, as compared with practice elsewhere. The second part contains chapters devoted to the various departments and services of local authorities in the U. K., their administrative and operational problems, and the opportunities and challenges they present to the O and M practitioners.

536. SOMMERS, Alexis N. Systems solve community problems. *Journal of Systems Management*, 26 : 7 (July 1975) 20-4.

System analysis is brought into the municipal environment by progressive administrators in an attempt to separate objective problem solving from subjective political processes and thereby add a new scientific dimension to the attack on basic social ills. In the light of this, discusses the problems likely to arise and the solutions adopted in the implementation process.

537. WARD, R. A. Operational research in local government : pioneering studies carried out by R. I. P. A. (Royal Institute of Public Administration, London). *Municipal Review*, 35 : 413 (May 1964) 270, 273-4.

Describes briefly the studies undertaken by the R. I. P. A. which help to define the nature of operational research and also indicate how it can be applied in local government.

METROPOLITAN GOVERNMENT

538. AHUJA, D. R. In the metropolis : Lt. Governor vs Executive Council. *Hindustan Times*, (December 1973) 3.

Relations of the Lt. Governor with the Executive Council as seen in Delhi.

539. ASAF ALI, Aruna. Delhi : the new experiment. *Civic Affairs*, 14 : 4 (November 1966) 5-6.

Setting up of Metropolitan Council is discussed.

540. BAHL, O. P. Year of spades and knives. *Hindustan Times*, (26 March 1973) 11.

541. BANERJEE, Nirmala. A metropolitan government for Calcutta metropolitan district. *Nagarlok*, 7 : 1 (January-March 1975) 5-14.

Feasibility of metro government for Calcutta is examined. Calcutta metropolis is a very unusual development in the history of mankind. Its problems cannot be treated at par with any other metro of the world. Since 1947, Calcutta has suffered a continuous and steady decline of its economic basis. Because of the influx of refugees, the metro grew in various directions haphazardly and over a large area. In London or Bombay the entire metropolitan region is more or less equally growth-prone. In case of Calcutta it is not so. Modern kind of civic development covers a very small area of metropolis. There are great differences in the per capita tax collection in the different areas. A metro government may merely create another level of establishment making further inroads in the scarce local resources. It may be better to maintain the separate identities of the various local areas.

542. BHATTACHARYA, Mohit. Government in metropolitan Calcutta. *Indian Journal of Public Administration*, 11 : 4 (October-December 1965) 702-20.

Purposes to highlight the principal governmental problems of the urban metropolitan Calcutta.

543. BHATTACHARYA, Mohit, M. M. Singh and Frank J. Tysen. *Government in metropolitan Calcutta : a manual*. Bombay : Asia Publishing House for Institute of Public Administration, New York, 1965. xvi+238 p.

Describes succinctly and for easy reference the maze of Union, State and local government agencies, including special public agencies, operating directly or indirectly in the Calcutta Metropolitan District. Covers their jurisdiction, functions and responsibilities and their statutory relations with other agencies.

544. BHATTACHARYA, Mohit. Local government in metropolitan Calcutta. *Ph. D. thesis, Calcutta University, 1968*.

545. BHATTACHARYA, Mohit. Metropolitan government : some foreign models. *Nagarlok*, 7 : 2 (April-June 1975) 5-11.

There are various structural solutions to the problem of governing an expanding metropolis. Formal structural solutions are mainly of 3 types : (i) Two-level approach ; (ii) One government approach ; and (iii) Special districts.

In India the form of metropolitan government in our major urban areas such as Greater Bombay, Calcutta, Madras, Delhi and a few others is still evolving. It is possible to gain from the experiences of other countries abroad where different forms of government have been introduced to cope with the governmental problems of the metropolitan areas. Greater London, Toronto, Paris and Tokyo are worth our examination. These four cities have adopted the two-level approach which is a kind of metropolitan federalism with one level

dealing with major area-wide services and another level looking after smaller local community services. In spite of basic similarity in the two-tier approach, the four metropolitan areas also differ in many important respects because of the peculiarities of local circumstances and attitude to governance. The important features of metropolitan situation in the 4 cities have considerable relevance to the metropolitan areas in India. Yet one should not forget that governmental forms at any level in a country usually have deep roots in local history and tradition of governance and these lend an evolutionary character to governmental structure.

546. BHATTACHARYA, Mrinal K. Local government and Calcutta metropolitan plan : a treatise on the need for institutional reformation, by Mrinal Kanti Bhattacharya. *Quarterly Journal of the Local Self-Government Institute*, 38 : 3 (January-March 1968) 169-95.

The article enunciates the role, the Calcutta Municipal Corporation can play in the magnified spurt of activities of planning in metropolitan Calcutta.

547. DHARMENDRA NATH. Government set-up of Delhi : problems, views and experiments. *Indian Political Science Review*, 5 : 2 (April-September 1971) 135-58.
548. DOTSON, Arch. *Administrative problems of metropolitan growth*. New Delhi : Indian Institute of Public Administration, 1957. 25 p.

Text of a lecture delivered at the IIPA on 18th November, 1957. It has been emphasized that : (a) metropolitan growth is a universal phenomenon, and that (b) metropolitanism has certain common conditions which yield, among others, the fundamental administrative problems of (1) boundary adjustment, (2) governmental reconstruction, (3) planning, and (4) revenue.

549. GREEN, Leslie and Abhijit Datta. *Special agencies in metropolitan Calcutta : a comparative survey*. Bombay :

Asia Publishing House for Institute of Public Administration, New York, 1967. xvi, 141 p.

A comparative analysis of the functions, organization and procedures of a dozen agencies set up in metropolitan Calcutta for housing, planning and development, and urban passenger transport. Post-script extends the enquiry to development agencies, and the appendix explores economic and administrative problems of local public utilities and adds a note on municipal trading.

550. HINDUJA, I. M. Metropolitan City Councils in India. *Economic Weekly*, (3 April 1965) 589-91.

551. INTERNATIONAL Union of Local Authorities. *Local government structure and organization: problems of metropolitan areas*. The Hague : IULA, 1962. 119 p.

A collection of papers presented at the World Conference of Local Government held at Washington from June 15 to 20, 1961.

552. OSTROM, Vincent, Charles M. Tiebout and Robert Warren. The organization of government in metropolitan areas: a theoretical inquiry. *American Political Science Review*, 55 : 4 (December 1961) 831-42.

This paper is an initial effort to explore some of the potentialities of a polycentric political system in providing for the government of metropolitan areas. Viewing the 'business' of governments in metropolitan areas as providing 'public goods and services', examines the special character of these public goods and services and the problems of scale in constituting the public organizations which provide them.

553. PATWARDHAN, J. R. Metropolitan corporation and housing. *Quarterly Journal of the Local Self-Government Institute*, 47 : 1 (July-September 1976) 74-84.

There exists a big gap between the demand for and supply of houses in Greater Bombay. And, despite the combined efforts of all the agencies—private, public

and semi-public, the gap is ever widening. Owing to the natural increase in and influx of population to the city, slum clearance and collapse of dilapidated buildings and a host of such factors the demand is increasing. To meet this rising demand by 1981 it is estimated that nearly 50,000 tenements involving an amount of Rs. 50 crores are to be constructed every year. The share of the Bombay Municipal Corporation to achieve the target comes to 4,250 tenements which will cost it to the tune of Rs. 4.25 crores, a figure which it can ill afford in view of the fact that it is required to spend large amount to meet its primary obligations such as free medical aid, free primary education, conservancy service, street lighting, etc. The author also discusses the slum improvement programme being implemented today and the recently enacted Maharashtra Slum Areas (Improvement, Clearance & Redevelopment) Act, 1971.

554. RAHEJA, B.D. *Problems of government in metropolitan areas in India*. Bombay: All-India Institute of Local Self-Government, 1965. (vi)+90 p.

Also published in January-March, April-June and July-September 1965 issues of the Quarterly Journal of the Local Self-Government Institute. Studies the policies and programmes of Central as well as State Governments with the objective of understanding and analysing the problem of government in cities and towns.

555. RANE, Dattarey Mahadev. *Metropolitan area and its administration*. Bombay: All India Institute of Local Self-Government, 1956. 44 p.

556. SHRIVASTAVA, P. P. Some aspects of civic management of Delhi. *Journal of the Institute of Town Planners, India*, 78 (January 1974) 25-9.

557. SINGH, Gurmukh Nihal. The metropolitan area and its administration. *Quarterly Journal of the Local Self-Government Institute*, 27 : 1 (July-September 1956) 1-44.

The article is in three parts. The two-tier system;

The structure of government; The future government of metropolitan Delhi.

558. SINGH, M.M. and Abhijit Datta. *Metropolitan Calcutta: special agencies for housing, planning and development*. New York : Institute of Public Administration, 1963. v+172 p. (Mimeo.)

Deals with the legal, organizational, financial and functional aspects of the special agencies operating in Metropolitan Calcutta. The agencies dealt with are : the Calcutta Improvement Trust, the Howrah Improvement Trust, the West Bengal Development Corporation, the Salt Lake Reclamation and Development Board, and the Calcutta Metropolitan Planning Organization.

559. SINGH, M.M. *Municipal government in the Calcutta metropolitan district : a preliminary survey*. Bombay : Asia Publishing House for Institute of Public Administration, New York, 1965. x+44 p.

A preliminary survey of the law, functions and organization of the thirty-six local authorities (including corporations of Calcutta and Chandernagore, Barrackpore Cantonment, and Howrah Municipality). Sets out in detail the functions of the Calcutta Corporation, and gives a summary of proposed changes in its organization.

560. SINGH, S.N. Administering metropolitan areas. *Quarterly Journal of the Local Self-Government Institute*, 46 : 4 (April-June 1976) 743-8.

The problems facing our metropolitan areas are so complex and so difficult that they defy easy solution. With the rapid industrialisation and urban explosion and the resultant unchecked speculation in land and growth of new slums, the cities in India are experiencing chaotic growth. The large-scale building activities on peripheries of the city will continue unless tackled in a planned manner. What is therefore needed is the national policy on urban development of which civic services and slum improvement form an integral part.

561. SIVARAMAKRISHNAN, K. C. Governing the metropolis. *Nagarloka*, 6 : 1 (January-March 1974) 5-13.

Tomorrow's world will be largely urban and we have to reconcile ourselves to large cities becoming larger. Special features which characterise the functioning of the metropolis and the broad requirements of metropolitan administration are pointed out. The central issue in governing metropolis is whether the functions should reside in one body or should be distributed among more than one. Various available models to solve this issue are described. Whatever the model, a metropolis has to take a metropolitan view of things. The Calcutta experience is briefly described. As the institutions charged with the running of metropolitan cities have no access to taxes related to the production systems, the responsibilities for planning and development should be identified and located in non-municipal institutions which should accommodate the municipal interests.

CANTONMENTS

562. ALEEM, M. A. A study in municipal administration of Secunderabad cantonment. *Quarterly Journal of the Local Self-Government Institute*, 45 : 4-5 (April-June—July-September 1975) 455-66.

Attempts to study the municipal administration of the cantonment at Secunderabad, Andhra Pradesh. Originally created by a treaty of Subsidiary Alliance of 1798, the cantonment is controlled by the Government of India through its Ministry of Defence. Its administration is carried on under the Act of Parliament and it differs from that of the adjacent local areas of the twin cities of Hyderabad and Secunderabad. Under the pressure of demand of the civil population its administration has been democratized to an extent, yet not to an extent as it ought to have been. Today civic interest of civil population residing in cantonment area is shadowed by the overall dominating interest of the garrison. The author stresses of imperative need for the development of the civil area of the cantonment at par with municipal area of Hyderabad and Secunderabad and for the removal of the inequalities in the two areas that exist in terms of civic services and opportunities to participate in municipal administration.

563. INDIA. Central Committee on Cantonment. *Report*. Delhi, 1952. 76 p.

Chairman : S. K. Patil. Committee appointed : 17-1-1949. *Terms of reference* : (i) The redemarcation of the boundaries of the cantonments ; (ii) Amendment of the Cantonments Act ; and (iii) Relevant general aspects.

564. KIDAR NATH. *Cantonments in India (their civic administration)*. Bombay : All India Institute of Local

Self-Government, 1952. 7 p.

565. MASOOD ALI, Mirza. Cantonment boards : how are they consistent with democracy ? *Quarterly Journal of the Local Self-Government Institute*, 49 : 3 (January-March 1977) 228-36.

Discusses the cantonment form of local government in its origin, evolution, and functions. There are different classes of cantonment boards and the elective element is represented differently in each class of cantonment boards. Taking into consideration all the past experiences, the author observes, the cantonment form of urban local government is not only 'anachronism, but also redundant, wasteful, confusing and vexatious'. No reform short of its complete amalgamation with a municipality or corporation can bring democratic tinge.

566. SETH, S. C. Some aspects of cantonment administration in India as seen in the mid-sixties : a study in reform. *Nagarak*, 9 : 1 (January-March 1977) 1-17.

Cantonments are a federal responsibility, although they are located in the territorial jurisdictions of the State Governments. Primarily they are military stations and the mix-up of the civilian and military population has acquired some peculiar administrative features. The administrative machinery consists of a Cantonment Board. The functions of various members which constitute the Board are explained. The cantonment authorities are often criticised for having increased their staff. Some measures to improve the staffing practices are briefly stated. The development work of the cantonment is considerably handicapped by the paucity of funds. The service conditions of the Military Lands and Cantonments Service do not give to its members prospects similar to the members of other Central Services. The State Governments should assist the cantonments in the same manner as corporations and municipalities.

567. VERMA, Nawal Kishore Prasad. Civic administration of Cantonments in Bihar. *Quarterly Journal of the Local Self-Government Institute*, 36 : 2 (October-December 1965) 185-94.

An analysis and appraisal of the facts concerning the administration of cantonments in Bihar.

568. YADUVANSH, Uma. Jurisdiction in cantonments within Indian states. *Indian Journal of Political Science*, 29 : 4 (October-December 1968) 386-91.

In the light of various cases and Acts, examines the jurisdiction of British Government in cantonments within Indian princely states.

REFORMS AND REORGANISATION

569. ALI ASHRAF. Report of the Rural-Urban Relationship Committee 1966 : a critical review. *Indian Journal of Public Administration*, 14 : 3 (July-September 1968) 816-29.

The Rural-Urban Relationship Committee was constituted in April 1963. One of the terms of reference of the committee included structure and junctions of the Urban local bodies. This article examines critically the recommendation of the committee.

570. BADHE, G. S. and M. U. Rao. Does city government need cabinet system ? *Bombay Civic Journal*, 17 : 7 (September 1970) 32; 17 : 9 (November 1970) 18-22.

Keeping in mind the Bombay Municipal Corporation, the author reviews various forms of government and feels that any government is good where "everything is settled for the greatest good of the greatest number by the common sense of most after consultation of all" and that of all the systems of government the cabinet system can ensure this democratic value.

571. BADHE, G. S. Reform in municipal government : some suggestions. *Quarterly Journal of the Local Self-Government Institute*, 43 : 3 (January-March 1973) 111-18.

The need to bring about reforms in municipal government is increasingly felt. In order that it could become a genuinely 'self' government with improved efficiency in administration it is essential that its financial base is strengthened, the executive and deliberative wings function harmoniously without unnecessary interference in the day-to-day administration from the elected representatives. In exercising control over the municipal body the State should be guided by the wholesome consideration that it is after all a senior partner of the

former in the joint venture towards establishing democratic government and clean administration. In Maharashtra, it is suggested, 'C' class municipal councils having a population between 10,000 and 20,000 be converted into 'nagar panchayats' as those in Gujarat so that they could get increased financial help from the State to provide better amenities to the local population.

572. BARODA Municipal Corporation. Scheme for administrative decentralization of Baroda Municipal Corporation. *Nagarlok*, 7 : 1 (January-March 1975) 44-51.

Reorganization scheme of wards of the Baroda Municipal Corporation.

573. BHARGAVA, P. L. Rationalization of urban local bodies in India. *Journal of Administration Overseas*, 10 : 4 (October 1971) 310-18.

With the new objectives of democratic socialism, decentralization, development planning and welfare state, the importance of local self-government has come to the forefront. Decentralised government has various advantages. Four basic patterns of local self-government are identifiable throughout the world. They are Comprehensive, Partnership, Dual and Integrated Administrative Systems. Both urban and rural local bodies in India are of the comprehensive local government system type. Urban authorities are regulated by a host of enactments passed by the different State legislatures. The criteria employed in the various States for constituting the different types of urban local bodies are presented in a tabular form. The draft outline of the Fourth Plan has brought increasing importance to the role of local bodies because of their participation in the execution of the national development programme. A need, therefore, has arisen for rationalising these bodies, to strengthen them to take up development functions. The Notified/Town Area Committees should be replaced by panchayats or municipalities. Suggested basis for grading of municipalities is presented in a tabular form.

Local authorities, if rationalized and appropriately graded into administratively viable units, will be better able to execute the national development programme.

574. BHATT, Anil. *Baroda's experiment in urban decentralization : a study of some administrative aspects*. Baroda ; Department of Political Science, Faculty of Arts, Maharaja Sayajirao University of Baroda, 1978. 28 p.

On the reorganization scheme of wards of the Baroda Municipal Corporation.

575. BHATTACHARYA, M. K. Remodelling the city government of Calcutta. *Nagarlok*, 2 : 3 (July-September 1970) 28-31.

The structure of the city government under the Calcutta Municipal Act, 1951 suffers from serious shortcomings. Without improving the statute, it is not possible to improve Calcutta in a planned way. The author has suggested various measures to improve it.

576. BHATTACHARYA, Mohit. Decentralization of big city government. *Nagarlok*, 10 : 2 (April-June 1978) 97-104.

The bigness of a city with a monocentric local government raises the problem of citizen-administration alienation. So far two closely similar devices have been adopted in India to solve this problem. The first device adopted in Hyderabad and Greater Bombay is based on administrative delegation and local area offices have been set up. The second device used in Calcutta, Delhi and Madras seeks to add a political dimension to administrative delegation by enabling the local councillors to take part in local-area decision-making. The feasibility of establishing decentralized political units as lower-tier bodies in a two-tier city government is examined.

577. BHATTACHARYA, Mohit. Reorganisation of municipal government. *Nagarlok*, 2 : 4 (October-December 1970) 5-12.

The object of this paper is to briefly raise the main issues relating to municipal reorganisation and suggest broad outlines towards which reorganisation may possibly take place in the years to come.

578. BIHAR. Commission to Inquire into the Affairs of the Patna Improvement Trust, the Patna Municipal Corporation and the Patna Water Board. *Report*. Patna, 1970. xvi+179.

Commission appointed: 25-11-1968. Report submitted: 15-10-1969. *Chairman* : S. P. Varma. *Terms of reference* : (i) To examine the financial and procedural irregularities of these Local Bodies on the following points and fix up responsibilities : *Patna Improvement Trust*—(a) execution of schemes without observing the statutory provisions of Bihar Town Planning and Improvement Trust and sanction of Government; (b) diversion of funds amounting to Rs. 90 lakhs; (c) diversion of funds from Capital account to Revenue account; (d) incurring excess expenditure to the tune of about Rs. 32 lakhs over the schemes without sanction of Government; (e) executive of defective works in Kankerbagh Development scheme; (f) constructions of houses (tenements) in Kankerbagh without any sanction; (g) purchase of C. I. spunpipes worth Rs. 10 lakhs for Kankerbagh water-supply scheme without Government approval; (h) construction of swimming pool in Sri Krishnapuri; (i) irregularities in the Slum Improvement Schemes; (j) loss of about 600 tonnes of G.C.I. sheets issued on permit by the Industries Department at the time of 1962 Congress Session at Patna; (k) purchase of pig-leads on higher rate from an unauthorised dealer; (l) purchase of pumping sets in 1966 to 1968; (m) execution of Boring Road Development Scheme without appropriate sanction of Government; (n) misappropriation and irregularities in the electrification work; (o) allowing huge advances over Rs. 10 lakhs to a particular Executive Engineer, which remained unadjusted for a pretty long period; (p) purchase of Tape Recorder without appropriate sanction; (q) drawal of car advance by Shri S. M.

Sulaiman, ex-chairman, necessary sanction of Government; (r) drawal of conveyance allowance at the excess rate by the ex-chairman, Shri S. M. Sulaiman; (s) irregularity in repair of bulldozer; (t) misuse of jeeps and vehicles, (u) wasteful expenditure over engagement of lawyers and litigations; (v) case of misappropriation pointed out in the latest Audit Report; (w) transfer of Rs. one lakh to Hardinge Memorial Committee out of Trust's fund; (x) irregularities in brick-kiln; (y) execution of work in anticipation of Government approval of tenders of one lakh and above; (z) irregularities in store; (ai) appointment of staff without observing statutory formalities and without assessing the volume of works; *Patna Water Board*—(a) laying of C.I. pipes without sanction of scheme—diversion of specific allocation; (b) purchase of pumping sets in the year 1967-68; and (c) defective laying of C.I. mains and pipes; *Patna Municipal Corporation*—(a) Garbage contract deal, 1967-68; (b) mass sale of vehicles in 1967-68; (c) irregular settlement of stalls near Patna Junction; (d) appointment of staff without sanctioned posts; and (e) theft of Corporation Jeep. (ii) To examine whether expenditure incurred over the scheme executed by these local bodies were in accordance with the legal provisions and backed by the appropriate sanctioning order. (iii) Whether appropriate technical precautions have been taken in execution of the schemes? (iv) To examine and fix up responsibilities on the items of irregularities pointed out by the audit reports for the years 1964-65 and 1965-66. (v) To examine such other matters as may be placed before the Commission; or as may be taken up by the Commission *suo moto* relating to the working of these bodies and to make recommendation. (vi) To assess the loss sustained by these local bodies on account of financial and procedural irregularities. (vii) To suggest improvement over the present functioning of these bodies and such other measures to remedy the defects.

Nagarlok, 7 : 3 (July-September 1975) 1-15.

Highlights the importance of municipal reform in a sprawling metropolitan situation by taking metropolitan Calcutta as a case.

580. BOMBAY. Local Self-Government Committee, *Report*. Bombay, 1948. iv+102.

Committee appointed : 25-8-1938. Report submitted: 27-10-1939. *Chairman*: V. G. Kale. *Terms of Reference*: (1) to examine the financial relations between Government and local bodies with special reference to the existing and future resources of both parties and to make recommendation : (a) for improving the financial condition of local bodies, and (b) for any re-adjustment that may be considered necessary under various heads of provincial and local taxation; (2) to consider the desirability of extending the functions and powers of district local boards and municipalities, to indicate the lines on which the expansion, if deemed desirable, should take place and to suggest how additional resources, if required, for the purpose may be provided; (3) to consider the advisability of the formation of a central cadre of the more important officers employed for local bodies; if the Committee is of opinion that the formation of such a cadre would be feasible it is requested to advise regarding the precise form which such a cadre should take and present a practical well-worked out scheme for the purpose; (4) to examine the standards of administration of local bodies and suggest remedies for the increase of its efficiency and eradication of certain evils like nepotism and favouritism in their working, the existence of which cannot at present be denied; (5) to consider the problem of slum clearance with special reference to housing generally of the poorer sections of the population and the Harijan employees of municipalities and local boards in particular; (6) to consider the apportionment of charges between local boards and municipalities and Government : (a) as regards (b) as regards medical relief to the indigent poor in ordinary times, and

to the sick during the epidemics; and (c) as regards the measure to be taken for preventing and checking the spread of epidemics; and (7) to consider any other cognate questions relating to the working of the local bodies. By subsequent communications (15 in number) fifteen additional subjects relating to various aspects of different local institutions were also referred to the Committee.

581. BOOL CHAND. *A report on the organization of local self-government institutions (rural and urban) in relation to planned social and economic development.* n.p. 75. (Mimeo.)

Highlights the need to organise the organs of local self-government (rural and urban) as local organs of state authority itself, in order to enable the local self-government institutions to play their proper role in planned social and economic development.

582. BRIJ MOHAN. *Municipal government in the capital.* *Civic Affairs*, 10 : 10 (May 1963) 12-14.

Delhi Municipal Corporation has been divided into ten zones and the zonal committees, thus holding out the prospect of a balanced and integrated development of the Corporation area. But the author feels that further decentralization down to the level of the wards as setting up of ward committees will be more ideal.

583. CAHILL, Robert S. and Harry J. Friedman. *Criteria for a proposed theory of local government.* *Philippine Journal of Public Administration*, 8 : 4 (October 1964) 288-302.

A part of the paper "A strategy for the Comparative Study of Local Government" prepared for the 1964 Annual Meeting of the American Political Science Association. The author's goal is to formulate a theory of local government. The theory, in addition to being a theory of local government, be a theory which is at once

empirical, dynamic, general, political, and ethically significant.

584. CARSTAIRS, Robert. *A plea for the better local government of Bengal*. London: Macmillan, 1904. 166.

Deals with the subject of reconstruction of local-self-government (rural and urban) in Bengal.

585. CENTRAL PROVINCES. Local Self-Government Committee. *Report*. Nagpur, 1935, (iv)+72.

Committee appointed: 11-5-1935. Report submitted: December 1935. *Chairman*: B. G. Khaparde. *Terms of reference*: To examine the whole structure of Local Self-Government in the province and make recommendations for its reconstruction where necessary, with special reference to the following matters concerning local bodies: 1. Franchise; 2. Constitution; 3. Staff; 4. Government control; 5. Taxation; 6. The system of audit.

586. CHATTERJEE, Prabuddha Nath. A plea for municipal self government in Calcutta. *Modern Review*, 104 : 5 (November 1958) 396-9.

The author feels that there is no local self government in Calcutta under the municipal act in force. Emphasizes that local self-governing body must have sufficient powers and sufficiently responsible functions to discharge.

587. DAS, R. B. Decentralization of the functions of municipal corporation. *Nagarlok*, 10 : 2 (April-June 1978) 105-13.

Municipal administration has become more complex with the expansion of municipal services and widening the area of activities. Decentralisation of municipal functions is necessary to satisfy the people and provide easy access to the services. It serves three purposes—speedier disposal, greater efficiency, and economy. The author has discussed the pattern of decentralisation in

Bombay, Hyderabad, Kanpur, Madras and Calcutta. The issues of delegation, devolution of power, relationship between the technical and administrative heads and the central office and the field units have to be looked into before steps for decentralisation are taken up.

588. DELHI Municipal Corporation. *Seminar on decentralization of municipal administration : papers*, Delhi, 1969. v.p. (Mimeo.)

Seminar held at Indian Institute of Public Administration, New Delhi, 21-22 March 1969. *Papers presented*: Decentralization in municipal administration, by Satish Chandra Khandelwal; Decentralisation of big city government, by Mohit Bhattacharya; Decentralisation of the functions of municipal corporation with special reference to the scope for decentralisation of policy matters, by R. B. Das; Fiscal decentralisation, by S. R. Singh; Federalism in local government, by R. S. Gupta.

589. DEVA RAJ. A possible model for metropolitan Delhi. *Nagarlok*, 6 : 1 (January-March 1974) 14-18.

The paper gives the background of the establishment of the Delhi Municipal Corporation and the Delhi Development Authority following the abolition of the Delhi State and its Assembly in 1956 in pursuance of the recommendation of the State Re-organisation Commission. The constitution of the Metropolitan Council in 1967 did not satisfy the democratic aspiration of the people and resulted only in overlapping jurisdictions. The need of an overall metropolitan system is underlined.

Ideally the author suggests the setting up of a Metropolitan Government with an elected Assembly and collectively responsible Cabinet, dealing with all matters of law and order and planning and development—the day-to day service being handled by second tier municipal bodies at the zonal levels. But considering the present

resistance on the part of the Central Government to an all powerful metro-authority, the paper suggests that while law and order may continue to be the special concern of the Lt. Governor, there should be a Metropolitan Assembly with a Mayor-in-Council embracing the entire field of social service dealt with by the existing Corporation and the Metropolitan Council with full control over lower-tier Zonal Committees including the NDMC. The developmental and planning functions as well as the major public utilities insofar as they involve trunk services should be placed under a Metropolitan Development Council with the Lt. Governor as Chairman and the Mayor as Vice-Chairman along with 5 representatives of the Metropolitan Assembly. The DDA, the Electricity, Transport, Water Supply and Sewerage Undertakings will thus be placed under this Council of which then Chairmen could be members. Some Central Ministries may also be represented on the Metropolitan Development Council.

590. DHRANGADHRA, Sriraj. Reorganisation of local self government. *Journal of Constitutional & Parliamentary Studies*, 5 : 1 (January-March 1971) 5-64.

591. GHOSE, Nagendra Nath. *Destruction of municipal self-government in India : the proposed municipal law for Calcutta—a history and a criticism*. London : Morton & Burt, 1899. 16 p.

592. GREAT BRITAIN. Royal Commission upon Decentralization in India, 1907. *Report Vol. I*. London : H. M. S. O., 1909.

Chairman : Henry Primrose succeeded by C. E. H. Hobhouse (Chapter 20 : Municipalities, p. 270-311).

593. GREAT BRITAIN. Indian Statutory Commission, 1927. *Report ; Vol. I : Survey* : London : H. M. S. O., 1930,

Chairman : John Allsebrook Simon. (Chapter 4 : Local Self-government, p. 298-315).

594. GUJARAT. Municipal Rationalisation Committee. *Report*. Ahmedabad, 1962. (vi)+177 p.

Committee appointed : 13-4-1961. Report submitted : 12-12-1961. Chairman : Maneklal C. Shah. *Terms of reference* : (1) To consider and make recommendations regarding strengthening and vitalising municipalities ; (2) To examine the extent to which the functions of government in various departments shall be passed on to municipalities with general or overall control of the government ; (3) To examine and consider the extent to which the various sources of income may be passed on to municipalities and to suggest other sources of revenue for the municipalities ; (4) To examine the extent to which the activities of the municipalities can be coordinated with other local bodies at District-Taluka and village level ; (5) To revise the subject-wise list of obligatory and voluntary functions of the municipality in the economic and industrial development of the towns and cities in their charge ; (6) To recommend measures regarding the administrative and technical machinery for the purpose in view of the above ; (7) To examine the desirability of establishing a Local Self-Government Institution or a Federal Organisation of Municipalities to impart training to administrative and accounts personnel of the Municipalities and to give guidance to Municipalities in legal and administrative matters as well as in town planning, sanitation, water works and other projects required for orderly and planned growth of urban areas ; (8) To examine whether it is desirable to have a common cadre of technical and administrative staff for the various municipalities and to have a central pool of experts to render necessary services to the municipalities in matters of planning and implementation of major technical plans ; and (9) To suggest further delegation of powers to municipalities.

595. HAWLEY, Willis D. and David Rogers, (eds.) *Improving the quality of urban management*. Beverly Hills, Sage Publications, 1974. 639 p. (Urban Affairs Annual Reviews, Vol. 8).

Provides an overview of the new approaches essential for improving the delivery of urban services. It assesses the use of information to increase effectiveness; the strengths and limits of new planning and decision-making strategies; the notion that decentralization is the answer to mismanagement and unresponsiveness; efforts to restructure city governments so as to eliminate the rigidity and overly bureaucratic character of public organizations; the various ways of involving the private sector in delivering the goods to city residents; and barriers to change and the role of political power in achieving effective urban management.

596. INDIA. Department of Education. *Published resolutions of the Government of India relating to municipalities, local boards and education*. Delhi, 1913. 161 p.

Contains Resolution No. : 17-747-59, dated 18th May 1882 re. constitution of Municipalities and the degree of Government control over them; Resolution No. 1-Mties/146-64, dated 24th October 1896 re. review of the administration of Municipalities in India; Resolution Nos. 18-37, dated 20th August, 1897 re. review of the administration of Local Boards in India; and 19 resolutions on education issued between July 1885 to May 1909.

597. INDIA. Department of Education, Health and Labour. *Memorandum on the development and working of representative institutions in the sphere of local self-government*. Delhi, 1928. ii+87 p.

Submitted to the Indian Statutory Commission. Attempts to give an account of the development of municipal and rural local government institutions in four parts. First part traces the historical evolution of local self-government under British administration.

Second part gives an account of the structure of local bodies. Third part attempts to give some idea of the manner in which these institutions actually worked. Fourth part consists of statistical tables.

598. INDIA. Delhi Municipal Organisation Enquiry Committee. *Report*. Delhi : 1948. 115 p.

Committee appointed : December 1946. *Chairman* : Abdul Aziz. *Terms of references* : I. To consider and make recommendations regarding the steps to be taken to obtain a greater degree of coordination in the administration of the local bodies in Delhi urban area, namely, the Delhi Municipal Committee, the New Delhi Municipal Committee, the Civil Station Notified Area Committee, the West Delhi Notified Area Committee, and the Fort Notified Area Committee, and in particular to consider whether it is desirable and practicable to amalgamate the existing units and constitute a single municipal administration. II. If it is recommended that a new Municipal authority should be constituted, to consider and make recommendations: (1) whether (a) the Shahadara Municipal area, and (b) the Mehrauli Notified Area should be included in the jurisdiction of the new authority ; (2) Whether any special administrative arrangements will be necessary for the area at present included in the New Delhi Municipality or any other area within the jurisdiction of the new authority ; (3) Whether, having regard to the fact that the new authority will not have the right to levy terminal tax on goods carried by railway under the provisions of section 143(2) of the Government of India Act, 1935, the new authority will have adequate financial resources, and, if not, how such resources should be provided. III. If it is recommended that a new municipal authority should be constituted to consider such authority should be a corporation and to make recommendation in regard to: (a) the constitution of the authority ; (b) the qualifications of voters ; (c) the nature of the main executive authority and its duties and

functions ; and (d) the qualifications required for the chief executive posts and the remuneration to be attached to them.

599. INDIA. Ministry of Health. *Report of the Sub-group on local Self-Government in the Fourth Five Year Plan.* New Delhi, n. d. 46+(44) p. (Mimeo.)

Chairman : A. P. Jain. Preparatory to the formulation of the Fourth Five Year Plan, the sub-group was constituted.

600. INDIA. Rural-Urban Relationship Committee. *Report.* New Delhi, 1966. 3v.

Committee appointed : 19-4-1963. Report submitted : 30-6-1966. *Chairman* : Ajit Prasad Jain. *Terms of reference* : (1) Determination of criteria for the demarcation of urban and rural areas. (2) Making recommendations regarding the relationship between the urban local bodies and the Panchayati Raj institutions. (3) Defining the structure and functions of the urban local bodies. (4) Making recommendations about the lines on which urban community development work may be undertaken in municipal areas. (5) Making recommendations for the more efficient and effective functioning of urban local bodies generally. Volume one contains the main report. Volume two is divided in two parts ; part I contains brief notes on urban local government practices in various states followed by lists of municipal acts and state-wise lists of different types of urban local bodies ; part II contains notes on local government organisations in some foreign countries. Third volume is devoted to the analysis of the replies to the questionnaire and data sheets, notes on the case studies, record of discussions and views and comments.

601. INDIAN Institute of Public Administration. *Improving city government : proceedings of a Seminar (September 13-14, 1958).* New Delhi : IIPA, 1959. xii+208 p.

Contains background papers and proceedings of the Seminar. Topics discussed at the seminar were: Relations between the deliberative and executive agencies; Functions and finances; Development and redevelopment; Citizen participation.

602. INDIAN Institute of Public Administration. Centre for Training and Research in Municipal Administration. *Five year municipal development plans : proceedings of the Seminar, New Delhi, March 11-13, 1968*. New Delhi : The Centre, 1969. xvi+140 p.

Contains a short introduction, the working paper, a note on methodology for the preparation of the city development plans, and the proceedings of the Seminar.

603. INDIAN Institute of Public Administration. Centre for Training and Research in Municipal Administration. Syndicate report on reforms in municipal administration. *Bombay Civic Journal*, 16 : 4 (June 1969) 26-30.

The syndicate consisted of M. Bhattacharya and others. Briefly traces the historical background of the structure of municipal government. Discovers the problem areas of the existing structure and suggests reforms in the municipal administration particularly with reference to its structure.

604. INDIAN Institute of Public Administration. Centre for Training and Research in Municipal Administration. What is wrong with our local bodies? *Civic Affairs*, 20 : 7 (February 1973) 23-5+; 20 : 8 (March 1973) 21-4+

A syndicate report prepared under the guidance of M. Bhattacharya by participants of a course organised by the Centre in 1972. The report is divided in three parts: Present structure and its defects: The alternatives; and Solution.

605. KHANNA, B. S. (ed.) *Report of the Seminar on Municipal Government in India (4-9 April, 1965)*. Chandigarh :

Department of Public Administration, Panjab University, 1966. vi+40 p.

The topics discussed at the seminar were : Status, functions and area ; Municipal politics ; Municipal administration : Relations between the administrative and deliberative wings ; Municipal finance and financial management ; Government control and assistance ; Municipal enterprises ; Urban planning and development.

606. KULKARNI, V. B. What ails our municipalities. *Indian Express*, (18 August 1974) 4.

In the pre-independence years, Indian leaders took special interest in the municipal affairs. After independence municipal administration has rarely been efficient. Municipalities are the seed-beds of democracy and cannot flourish without autonomy. Most of the municipal corporations have become sinks of inefficiency, corruption and ineptitude. Radical steps are necessary to make Bombay and Calcutta habitable to a civilised community. Local self-governing institutions can have an assured future only when they are endowed with ample funds to embark upon projects devoted to the public good and have personnel inspired by a high sense of responsibility and personal rectitude.

607. MADHYA PRADESH. Urban Local Self-Government Committee. *Report*. Bhopal, 1959. (iv)+138 p.

Committee appointed : 29-7-1957. Report submitted : 29-9-1958. *Chairman* : Manoharsingh Mehta. *Terms of reference* : (1) What modifications are necessary in the existing Corporation Acts to bring about uniformity in the working of the different Corporations in the State ? (2) What should be the principles or the criteria, if any, for the declaration of any area as a municipal area and whether there should be any classification of municipalities into different categories, as at present ? (3) Constitution of municipalities, the functions and responsibilities, their financial resources, and the nature

and extent of Government's supervisory obligations over them? (4) The suitability of Town Area Committees in the future set-up? (5) Whether maintenance of primary schools and dispensaries should be the obligatory of discretionary functions of the municipalities? (6) What should be the pattern of the State financial assistance to the Corporations and the Municipalities for the general purposes as well as for specific schemes like water supply schemes, etc.? (7) What should be the criteria for the establishment of Improvement Trusts in the town and the basis of a common legislation therefor? (8) Any other matter concerning the urban Local Bodies on which the Committee may think fit to make their recommendations?

608. MADRAS. Legislature Committee on Local Administration. *Proceedings and connected papers*. Madras, 1958. 4 pts.

Committee appointed : November 1957. *Chairman* : C. Subramaniam. A collection of papers placed before the Committee and its sub-committees and the proceedings of the Committees thereon. Purposes to assist the Members of the Legislature in discussing: (i) the Panchayats Bill, 1958, (ii) the District Development Councils Bill, 1958, (iii) the Madras District Municipalities (Amendment) Bill, 1958, and (iv) the Madras city Municipal (Amendment) Bill, 1958.

609. MADRAS. Local Administration Department. *White paper on the reform of local administration in Madras State, including the Madras City Corporation*. Madras, 1957. 184 p.

Placed on the table of the Legislative Assembly on October 26, 1957.

610. MAHARASHTRA. Department of Urban Development, Public Health and Housing. *Streamlining municipal administration*. Bombay, 1966. 57 p.

Speeches of the Chief Minister, and the Minister for Urban Development in connection with the Maharashtra Municipalities Act, 1965.

611. MAHESHWARI, Shriram. Municipal reforms in India since independence. *Nagarlok*, 2 : 4 (October-December 1970) 13-25. Also published in S. K. Sharma and V. N. Chawla (eds.) *Municipal administration in India : some reflections*. Jullundur : International Book, 1975, p. 23-43.

Examines and analyses the recommendations of committees set up by the Centre as well as by the Central Council of Local Self-Government, committees constituted by the State governments and by associations of municipal personnel.

612. MALHOTRA, D. D. Model municipal work study cell at the state level. *Nagarlok*, 5 : 1 (January-March 1973) 42-6.

The author advocates the establishment of a Work Study Cell in the Directorate of Municipal Administration at the state level for rendering assistance to municipal bodies to improve their administrative performances.

613. MONRO, James. *Local self-government on the elective system for Bengal : being an extract from the official report*. Calcutta : S. N. Banerjee, 1883. 22 p.

Reprinted from the Calcutta Gazette.

614. MUKHERJEE, Subrata Kumar. Re-organisation of Calcutta Corporation, by Subrata Kumar Mukherji. *Calcutta Municipal Gazette*, 96 : 6 (24 September 1977) 145-7.

The Corporation of Calcutta is particularly maligned for its inactivity, indolence and deep-rooted corruption. The 1951 Act instead of several amendments is not dynamic to meet the complicated and manifold problems of the city. This article attempts to find out its basic maladies and suggests certain measures which may

revitalise it and help it to function as the premier metropolitan body.

615. MUTTALIB, M. A. Management reforms in municipal government. *Nagarlok*, 2 : 4 (October-December 1970) 26-32. Also published in S. K. Sharma and V. N. Chawla (eds.) *Municipal administration in India : some reflections*. Jullundur : International Book, 1975, p. 320-9.

The most serious weakness of municipal administration stems from its internal organisation. The elected representatives are concerned with details of day-to-day administration which has resulted in inefficiency and undemocratic administration. The author has criticised the system of committees and suggested various ways to improve the management of municipal Government.

616. NATIONAL Academy of Administration. *Seminar on Local Government : proceedings*. Mussoorie : NAA, 1970. 80 p. (Mimeo.)

Seminar held at Mussoorie, April 6-10, 1970, convened by the Academy with the view that its deliberations and interactions will be fruitful in identifying problem areas in the system of local government (both urban and rural) and in suggesting corrective measures to impart the necessary vitality to these institutions.

617. NAYAK, P. R. Improving city government. *Indian Journal of Public Administration*, 4 : 1 (January-March 1958) 31-7; *Civic Affairs*, 6 : 4 (November 1958) 51-7.

The author looks at the structure of city government, its failure and success and the measures that can make for progress.

618. NAYAK, P. R. Organizing city government. *Indian Journal of Public Administration*, 14 : 3 (July-September 1968) 498-513.

Highlights the need for changes in the structure and finance of local government, the relations of local authorities with central departments and the powers

entrusted to local councils, in order to enable the city government to perform its required tasks of developing and maintaining civic services.

619. ORISSA. Local Self Government Department. *State level conference of urban local bodies*. Bhubaneswar, 1966. 139 p.

The conference was held on 30th September and 1st October, 1965 at Bhubaneswar. *Contents* : Process of urbanisation in Orissa, by Banamali Babu ; Some aspects of the problems of local finance in Orissa, by S.K. Bose ; An analysis of the tax structure of the urban local bodies in Orissā, by Khetramohan Patnaik ; Impact of urbanisation on economic development in Orissa, by S. K. Bose ; The need for town planning, by Banamali Babu ; Living conditions in urban Orissa, by B. B. Samanta ; Town planning-master plans of Cuttack, Rourkela, Konark and Greater Bhubaneswar, by D.R.K. Patnaik ; Note on public health engineering activities in the State of Orissa, by Lingaraj Das ; Extracts from : (a) Orissa Taxation Enquiry Committee Report, (b) Report of the Orissa Local Bodies (Urban) Administration Enquiry Committee, Orissa, (c) Problems of rapid urbanisation in India by Dr. J. F. Bulsara, and (d) Report of the committee of Ministers constituted by the Central Council of Local Self-Government, November 1963 ; Background of municipal administration.

620. PRESS, Charles. "Efficiency and economy" arguments for metropolitan reorganization. *Public Opinion Quarterly*, 28 : 4 (Winter 1964) 584-94.

To what extent does suburban opinion regarding metropolitan organization, and especially proposals to annex suburbs to a central city, depend on consideration of efficiency and economy ? Not as much as some civic reformers claim, says the author, after a public opinion study in the Grand Rapids, Michigan, metropolitan area.

621. PUNJAB. Local Government (Urban) Enquiry Committee. *Report*. Chandigarh, 1957. 86 p.

Committee appointed : 21-12-1954. Report submitted : 1957. Chairman : Gurbachan Singh Bajwa, succeeded by Sher Singh. *Terms of reference*: (1) To inquire into the operation of existing laws, rules, etc., pertaining to Urban Local Bodies in the state and to recommend amendments thereto with a view to: (a) ensuring smooth working of local body administration ; (b) eliminating red-tapism and delays ; (c) fostering local initiative and enterprise ; (d) enlarging the scope of financial autonomy to enable these local bodies to plan and execute large-scale schemes for public welfare with a free hand, subject to irreducible minimum control ; and (e) enlisting cooperation of the people on voluntary basis ; (2) To consider: (a) how far the Punjab Municipal (Executive Officers) Act, 1931, in its present form is consistent with the present set-up of democratic institutions in the State ; (b) whether the Act should be retained in its present form, amended or repealed ; and (c) whether the Act should be substituted by another Act with certain modifications or necessary modifications made in the Punjab Municipal Act ; (3) To consider the question of setting up a Local Government Directorate with Regional Offices at the Divisional and the District levels, with the possibility of integrating it with the Directorate of Panchayats ; and (4) To examine such other matters as may be referred to the Committee by the Government.

622. RAKHE, V. N. An experiment in decentralisation at ward level : working and improvement of ward office with special reference to the recommendations made by management consultants. *Bombay Civic Journal*, 16 : 2 (April 1969) 37-42 ; 16 : 4 (June 1969) 13-24.

Bombay Municipal Corporation appointed some experts of M/s. Beacons Private Ltd. in 1967, to study decentralisation at ward level. Discusses the actual working of the ward offices and some of the important suggestions made by these consultants. Gives details of how the overall responsibility is shared by the technical, specialised and administrative personnel, etc.

623. RAM, K. S. Decentralisation in municipal administration. *Civic Affairs*, 18 : 7 (February 1971) 9-16.

With the growth and expansion of the urban areas the need for decentralisation in order to provide day to day service to the citizens has been felt. Many cities had set up area offices or zonal councils. The author describes the decentralisation schemes that are in operation in the cities of Madras, Bombay, and Hyderabad, and points out certain essential prerequisites. The area offices must be manned by efficient personnel capable of taking decisions. Duties and responsibilities should be clearly demarcated so that they know when to refer matters to the headquarters. Frequent transfers should be deprecated; but periodic transfers between area offices and the central organisation are necessary. Frequent visits by headquarter personnels and conferences between area and headquarter staff are also necessary.

624. SARKAR, Nand Lall. *The extension of local self-government in Bengal*. Calcutta : R. C. Bhattacharjee, 1892. x+24 p.

625. SASTRY, S.M.Y. The urban challenge: need for reorganisation of urban administrative structure. *Quarterly Journal of the Local Self-Government Institute*, 43 : 4 (April-June 1973) 163-9.

One of the ways of meeting the urban challenge is to effect a thorough reorganisation of municipal administration at urban level. The existing urban administrative set-up is outdated and has outlived its utility. It does not meet the growing needs of the time. It is, therefore, imperative that to an efficient administrative set-up must be attracted and added a dynamic leadership. The conflicts between the executive and deliberative wings, which are so many and so frequent, must be avoided. It is only, then, that scarce resources could be marshalled, additional resources generated and a satisfactory level of service be provided to the growing number of citizens of our expanding cities.

626. SAWHNEY, J.S. Unified set-up of rural and urban local bodies. *Nagarlok*, 11 : 3 (July-September 1979) 53-68.

The local self-government institutions in the rural and urban areas have grown and developed under vastly different circumstances. In spite of close inter-dependence between the two areas, the interaction between the two types of institutions is minimum. The existing pattern of local self-government in both the areas is discussed and the need for unification is examined. Rural and urban economies are complementary and their dichotomous treatment leads to uncoordinated growth in the two areas. Unified administrative set-up should be evolved for municipal and developmental functions. In order to create unified rural-urban local-self institutions, two types of set-up are recommended, one for metropolitan districts and other for non-metropolitan ones.

627. SECUNDERABAD Municipal Corporation. *Report of the Ad Hoc Committee*. Secunderabad, 1956. 67 p.

Committee constituted : 20-4-1956. *Chairman* : T. Sambiah. *Terms of reference* : To report on the working of the Municipal Government, to assess to what extent and in what manner the policies and programmes of the corporation during the last 5 years have been effected.

628. SEN, B. K. Suggestions for improvement of corporation administration. *Calcutta Municipal Gazette*, (25 January 1958) 318-19.

629. SHARMA, M. P. Recent experiments in local self-government in India. *Indian Journal of Public Administration*, 3 : 2 (April-June 1957) 104-11.

Evaluates the different experiments and tendencies in local self-government in various states of India. Highlights the need of objective investigation and proper discussion of the issues involved before the actual implementation.

630. SHOURIE, H. D. *A plan for municipal reform in India (Urbs Indis)*. Delhi : Indian Book Co., 1947. 221 p.

Deals with planned reorganisation and development of municipal government. Handicaps are pointed out, and the problems such as those relating to government control, the constitution and election of municipal bodies, the services, the concentration of executive authority, and the scope of powers and functions of municipal corporations and municipal finance are analysed.

631. SUD, K. N. Restructuring urban government. *Overseas Hindustan Times*, (3 January 1974) 6.

632. UNITED NATIONS. Department of Economic and Social Affairs. Division for Public Administration. *Decentralization for national and local government*. New York : UN, 1962. iv+246 p.

The purpose of this study is to identify the principal forms of decentralization and to provide guidance on methods of dealing with the main administrative problems likely to be encountered under each. It is designed for ministers and senior civil servants who have responsibility for improving local government and administration in developing countries and for technical assistance experts in public administration who may be assigned to assist them.

633. UNITED NATIONS. Department of Economic and Social Affairs. *Local government reform: analysis of experience in selected countries*. New York : UN, 1975. viii+84 p.

A study of administrative measures in the field of local government in twelve selected countries including India.

634. UNITED PROVINCES. Benares Municipal Board Inquiry Committee. *Report*. Allahabad : 1933. 252 p.

Committee appointed : 18-11-1931. Report submitted : 5-10-1932. *President* : Jotendra M. Basu. *Terms of reference* : To inquire generally into the administration of the Benares Municipal Board during the last five years, specially with regard to: (a) its Public Works Department and the maintenance of its communications ; (b) the assessment and collection of its taxes and the accumulation of arrears ; and (c) any department of the Board's activities which appears to require investigation.

635. UNITED PROVINCES. Local Self-Government Committee. *Report*. Allahabad, 1940. 2v.

Committee appointed : 24-3-1938. Report submitted : 1939, *President* : A. G. Kher. *Terms of reference* : To "examine the structure and working of the existing law and machinery relating to Local Self-Government in all its aspects and make . . . recommendations thereon . . . will include Municipalities, District Boards, Improvement Trusts, Notified Areas and Village Panchayats and . . . consider how far it is practicable to set up suitable local self-government organizations with adequate powers and resources so as to cover as large an area of the province as possible". V. 1. Gaon panchayats and town area committees ; V. 2. District boards, municipal boards and improvement trusts.

636. UNITED PROVINCES. Local Self-Government Expert Committee. *Report* : Allahabad, 1938. (iv)+94 p.

Committee appointed : 1937. Report submitted : 1938. *Chairman* : Minister of Local Self-Government. In absence A. G. Kher. No fixed terms of reference were prepared, the Committee was formed with a view to "survey the whole field of the administration of local self-government".

637. UNITED PROVINCES. Lucknow Municipal Board Inquiry Committee. *Report* : Allahabad, 1942. 239 p.

Committee appointed : 5-4-1941. Report submitted : 26-12-1941. *Chairman* : Niamatullah. *Terms of reference* : To inquire generally into the administration of the Board during the last five years and with particular reference to the following matters : (a) neglect in the performance of statutory duties such as collection of dues, maintenance of roads, drainage and other works of public utility ; (b) wasteful or improper expenditure of public funds ; (c) cases of corruption or improper dealings, or financial irregularity or neglect to collect taxes and other dues from members or giving them improper advantage at public expense ; (d) irregularities in the appointments of its servants and the giving of contracts, (e) any other department of the Board's activities which may in the Committee's opinion require examination.

638. WEST BENGAL. Corporation of Calcutta Enquiry Committee. *Report*. Calcutta : Local Self-Government and Panchayats Department, 1962. 2v.

Commission appointed : 25-4-1962. *Chairman* : J. N. Talukdar. *Terms of reference* : To examine and where found necessary recommend remedial measures for the consideration of the Calcutta Corporation in order to bring about improvements in the functioning of this body in matters especially connected with the environmental services of water-supply, drainage, sewerage, street cleansing, refuse collection and disposal.

639. WEST BENGAL. Corporation of Calcutta Investigation Commission. *Report*. Alipore, 1950-51. 2v.

Commission appointed : 15-4-1948. *Chairman* : C. C. Biswas : *Terms of reference* : (a) To investigate and report to the Provincial Government on all matters relating to the finances and administration of the Corporation of Calcutta, and the working of the Calcutta Municipal Act, 1923, and (b) To make recommendations for improving the finances and administration of the Corporation of Calcutta, removing abuses in relation

thereto, if any, and amending the Calcutta Municipal Act, 1923, if necessary, for ensuring better administration.

640. WEST BENGAL Municipal Association. West Bengal municipalities ask for justice and fairness (Memorandum submitted to leaders, legislators and press, February 1958). *Quarterly Journal of the Local Self-Government Institute*, 29 : 1 (July-September 1958) 42-71.

PERSONNEL MANAGEMENT

641. BADHE, G. S. and M. V. Rao. Municipal personnel system. *Quarterly Journal of the Local Self-Government Institute*, 39:4 (April-June 1969) 313-22.

Deals with organisation, recruitment, calibre and training of municipal personnel. Systems like separate, unified and integrated for each municipality, municipal government in the state and in different states, are also discussed.

642. BADHE, G. S. Provincialisation of municipal services in India. *Quarterly Journal of the Local Self-Government Institute*, 42:1 (July-September 1971) 35-43.

There is an imperative need for provincialization of municipal services in India. But which is the best system suited to India? On balance the unified system of services has been found to be the most appropriate in the context of Indian conditions as it helps promote local democracy as well as efficiency in administration. In fact, the trends towards the adoption of this system are very much pronounced. The Municipal Acts of various States in India have been recently amended to create state-wise cadres.

643. BAJPAI, T. C. Personnel politics in municipal administration. *Civic Affairs*, 25:4 (November 1977) 9-13.

This is a case study of a Town Area Committee upgraded as a class IV Municipal Board in 1970. Hurdles and problems created by president and members of the Committee in the discharge of duties by the executive officer who was appointed on an *ad hoc* basis are described, and issues raised by such a situation are pointed out. Most of the states having Municipal Directorates have created a 'centralised municipal service'. Effectiveness

and merits of this personnel system needs evaluation. *Ad hoc* appointments should be reduced to the minimum, and when a local body is upgraded, fresh elections should be held simultaneously.

644. BALACHANDRAN, M. K. Applicability of the Motor Transport Workers Act to municipal bodies. *Nagarlok*, 5:3 (July-September 1973) 43-6.

The Motor Transport Workers Act, 1961 came into force in various states during February and March 1962. This Act applies to municipal bodies which is evident from the decision of the Supreme Court case in Municipal Council Rapipur Vs. State of Madhya Pradesh. The Act is a beneficial legislation aimed at the welfare of the motor transport workers, and there is no justification in denying the benefits of the Act to the workers employed in motor transport undertakings run by municipal bodies.

645. BALACHANDRAN, M. K. Disciplinary proceedings against municipal employees: legal aspects. *Nagarlok*, 6:4 (October-December 1974) 30-40.

Spells out the legal requirements in matters relating to disciplinary proceedings with the aid of judicial decisions on the subject. Although there is no constitutional protection to municipal employees yet they are provided with more or less similar safeguards by the governing statutes against unjustified disciplinary actions. The author argues that disciplinary action may be resorted to as a last resort because employee is liable to be reinstated purely on technical grounds, which will have a demoralising effect on other employees as well as organisation.

646. BALACHANDRAN, M. K. Industrial Disputes Act and the municipal employees. *Nagarlok*, 4:3 (July-September 1972) 38-47.

The question arises to what extent the municipal employees are covered by the Industrial Disputes Act. The judiciary has been confronted with this issue on several occasions. An attempt is made in this article to examine

the existing situation in the light of the various judicial decisions.

647. BHAT, M. D. Chief officers of municipal councils: a case for formation of statewide common cadre. *Quarterly Journal of the Local Self-Government Institute*, 40:4 (April-June 1970) 271-80.

There is a growing realisation among many states in India about the importance of formation of statewide common cadre of chief officers and other officers of the municipal councils. The states of Tamil Nadu, Kerala and Mysore have already formed such a cadre while the legislation has been enacted to this effect in Rajasthan, Madhya Pradesh and Punjab. Though Maharashtra formally decided to introduce such a cadre four years ago, the decision has yet to be given a concrete shape which is so urgently necessary. It is agreed by all that the scheme is in the best interest of the municipal councils and its adoption will promote administrative efficiency and social and economic development.

648. BHATT, Anil. Management training for municipal administration. *Management in Government*, 11:1 (April-June 1979) 39-53.

Trainers and training organisations have by and large neglected the urban sphere of public management. This paper is a part of the larger research project the author carried out in the municipal corporation where his experience has been largely disappointing. The trainers mentioned a number of reasons for this state of affairs. On the basis of the collected empirical data some questions pertaining to management training are discussed. The issues dealt with are—hurdles in introducing modern management techniques, constraints the top level officials face in improving administration and corporators' interference in administration. Even then in some respects municipal bodies are ideally suited for modern management applications. Some guidelines on management training for municipal administrators are presented.

649. BHATTACHARYA, Mohit. Local government services in India. In Indian Institute of Public Administration. Centre for Training and Research in Municipal Administration. *Selected papers on municipal government and administration*. New Delhi: IIPA, (1968), p. 133-44 (Mimeo).

Originally submitted at the Orientation Course in Urban Administration, organised by the Department of Public Administration, Osmania University, Hyderabad in June 1967. The paper concentrates on the problem of organisation of urban local government services in India. The key issue is how the different urban local government services—administrative, technical and subordinate—can best be organised to ensure the recruitment of suitable personnel.

650. BHATTACHARYA, Mohit. Motivating municipal employees. *Nagarlok*, 6:4 (October-December 1974) 46-55.

The article purposes to provide scientific explanation for known variations in the performance of municipal employees. The author attempts to probe the motivation with the help of the critical incident technique.

651. BHATTACHARYA, Mohit. Personnel systems and municipal management structure. *Nagarlok*, 3:2 (April-June 1971) 12-16.

Emphasises the need of sound personnel organisation and argues against the statewide unified cadres which are being introduced in our municipalities. It is suggested that rules and regulations regarding qualifications, scales of pay and service conditions which are totally absent now, should be framed by the Local Self-Government Departments and put the municipal finances on a sound footing.

652. CAPE, William H. Distinctive personnel features among local governments. *Personnel Journal*, 43:6 (June 1964) 303-8.

If the quality of personnel employed in local governments is low, it is largely due to the conditions under which such personnel are selected. The principal attraction for people to enter local government service is security and the operation of the seniority rule. Other methods of recruiting must be found to draw a higher class personnel.

653. CHATURVEDI, Uma. The position and role of chief administrative officer of municipal corporation in M. P. *Ph.D. thesis, Jabalpur University, 1976.*
654. CHOPRA, R. N. Municipal personnel administration. *Indian Journal of Public Administration*, 14:3 (July-September 1968) 538-50.

The need for well-recruited, well-trained and well-organised municipal personnel is stressed in order to provide adequate city services.

655. DAS, R. B. Centralisation of municipal services in Uttar Pradesh. *Nagarlok*, 4:2 (April-June 1972) 13-19 ; Also in S. K. Sharma and V. N. Chawla (eds.) *Municipal administration in India : some reflections*. Jullundur: International, 1975, p. 290-8.

The centralisation of municipal services in Uttar Pradesh has yielded some positive results and is a definite step forward in the direction of raising the morale of municipal officers. It is essential to draw the best young managerial talent and this may be achieved by the creation of a State Municipal Service. The author strongly feels that other areas which need consideration are fixation of qualifications, adequate pay scales, benefit of pension, housing and medical facilities, and these amenities will help attaining the objectives of local self-government and making it tangible.

656. DAS, R. B. Pre-entry and post-entry training for municipal employees. *Nagarlok*, 3:3 (July-September 1971) 5-13.

The object of this paper is to discuss the importance of municipal training and research in India and role played by National Centre for Urban Studies at New Delhi and four regional centres at Calcutta, Bombay, Hyderabad and Lucknow. The author strongly feels that a well-knit training for various categories of municipal employees is essential for the smooth functioning of urban administration in India.

657. DAS, Surya Kanta, Personnel practices in municipal administration. In S. K. Sharma and V. N. Chawla (eds.) *Municipal administration in India : some reflections*. Jullundur : International, 1975, p. 160-4.

A brief review of personnel practices as in vogue today.

658. DATTA, Abhijit. Municipal training in India. *Journal of Administration Overseas*, 11:3 (July 1972) 162-8.

Describes the training programmes organised by the IIPA Centre for Training and Research in Municipal Administration (now Centre for Urban Studies) during the years 1967-68 to 1970-71.

659. DATTA, Abhijit and Mohit Bhattacharya. Teaching of local government. *Nagarlok*, 4:1 (January-March 1972) 33-9 ; Also in S. R. Maheshwari (ed.) *Study of public administration in India*. Agra : Lakshmi Narain Agarwal, 1973, p. 125-32.

The article critically examines the immense importance of teaching of local government in India. Local government is the foundation of our democratic structure and universities are undoubtedly suited to develop a programme of comparative study of local government. The authors have suggested that the study of local government in universities may be organised in closed collaboration with Centre for Urban Studies which have come up with the help of Government of India and State Governments.

660. DEVA RAJ. Labour laws and municipal personnel. *Nagarlok*, 6:4 (October-December 1974) 41-5.

The municipal employees could not be equated with workers in industry. The Government of India has set up joint consultative machinery to ventilate their employees' grievances in public utilities, civil administration and even Cantonment Boards. But unfortunately there is no such mechanism for the municipal authorities. The municipal authorities must have an appropriate machinery to iron out differences with their employees. The author expects that most disputes will be effectively dealt with this mechanism.

661. DEVA RAJ. Staff management in municipal administration. *Nagarlok*, 2:4 (October-December 1970) 44-51.

Staff management in municipal administration is the subject matter of this paper. There is an urgent need of proper rules for recruitment, pay-scales, qualifications and training opportunities, etc., to attract efficient personnel in municipal service. There are unfavourable conditions in municipal service as compared to those in the Central and State Government Services. The author feels that welfare measures should also be introduced gradually in municipal service.

662. DEVA RAJ. Training in municipal administration. In A. Avasthi (ed.) *Municipal administration in India*. Agra: Lakshmi Narain Agarwal, 1972, p. 11-30.

The subject is discussed under following heads: The urban change ; The relevance of training ; Towards organised training ; Training needs ; Pre-entry and post-entry training ; Training of professional staff ; Incentives to trainers ; Training of councillors ; and Training materials and aids.

663. DHANI RAM. DMC's remunerative project cell. *Civic Affairs*, 16:12 (July 1972) 49-51.

664. GADKARI, S. S. Municipal personnel system in Maharashtra. *Nagarlok*, 6:4 (October-December 1974) 56-8.

There is no personnel policy in Maharashtra, so far as municipal services are concerned. The author appreciates the latest efforts of State Government in this regard. The first effort is the creation of chief officers which may lead to the creation of more cadres in municipal services. The second effort is the setting up of Regional Selection Board for non-gazetted posts which may check nepotism and favouritism in municipal appointments.

665. GIAN PRAKASH. Personnel policy for urban local bodies. *Nagarlok*, 2:1 (January-March 1970) 13-17.

There is an urgent need for reforming the personnel system to make it attractive and efficient. These measures can improve municipal services, viz., adequate pay structure, congenial working conditions, sound system of recruitment, security of tenure, medical facilities, pension, gratuity, provident fund, etc. The author gives more importance to their training.

666. GUPTA, R. S. Municipal personnel systems in India. *Nagarlok*, 2:4 (October-December 1970) 39-43.

Discusses the problems of municipal personnel systems in India. The key of effective service are competence, impartiality, integrity and devotion to duty and these can only be secured by establishing a permanent cadre, where personnel are recruited on merit having security of services, adequate scales of pay and a fair system of promotion. As ill luck would have it, these ingredients are absent in the municipal personnel systems in India. The Rural-Urban Relationship Committee had suggested unified cadres for administrative services and integrated cadres for technical services.

667. HARAGOPAL, G. and A. V. Satyanarayan Rao. The problems of training in municipal administration. *Nagarlok*, 3:1 (January-March 1971) 56-61.

Attempts to indicate the importance of training in municipal administration. The authors throw light on existing facilities of training and examine problems of municipal training programmes: the desirability of training officials and non-officials together with the problem of coordination among the training institutes, state governments and municipalities to whom should the training function be entrusted.

668. HATRY, Harry P., Richard E. Winnie and Donald M. Fisk. *Practical program evaluation for state and local government officials*. Washington: Urban Institute, 1973. viii+134 p.

This report is one of a series prepared by the Urban Institute, Washington State, and Local Government Research staff, to help state, country and city governments develop and improve their programme evaluation capabilities.

669. HOSHIAR SINGH. Municipal personnel system in Rajasthan: need for reform, by Hoshiar Singh Sihag. *Quarterly Journal of the Local Self-Government Institute*, 42:4 (April-June 1972) 289-97.

This paper, submitted at the Seminar of Municipal Personnel Systems organised by the Centre for Training and Research in Municipal Administration, Indian Institute of Public Administration, New Delhi, in May 1971, points out condition of various drawbacks in the existing personnel system of Rajasthan and highlights the need for immediate reform.

670. INDIA. Committee on the Training of Municipal Employees, 1963. *Report*, New Delhi: Ministry of Health, 1965. 30 p.

Committee appointed: 27-4-1963. Chairman: Nur-uddin Ahmed. *Terms of Reference*: To examine the available facilities if any for the training of municipal employees of all categories and suggest to the Government (a) the structure of training programme required for such

employees—whether there should be a central institution (if so, what should be its functions) and in addition, State/regional institutes, their functions and relationship with the Central Institute ; (b) courses and duration of training for each category of officers.

671. INDIAN Institute of Public Administration, Centre for Training and Research in Municipal Administration. *Seminar on municipal personnel system (June 7 and 8, 1971)* New Delhi : IIPA, 1971. Various paginations. (Mimeo)

Papers : Personnel systems and municipal management structure, by Mohit Bhattacharya ; Municipal personnel system in India, by R. S. Gupta ; Municipal executive and technical officers : the problem of their relationships, by D. D. Malhotra ; Training in relation to municipal staffing patterns, by Abhijit Datta ; Centralisation of municipal services in Uttar Pradesh, by R. B. Das ; Municipal personnel system in Rajasthan : need for reform, by Hoshiar Singh Sihag ; Position classification in municipal personnel administration, by Suresh P. Verma.

672. INTERNATIONAL Union of Local Authorities. *Personnel management in local government administration*. The Hague : Martinus Nijhoff for I.U.L.A., 1962. 63 p.

Papers and discussion of the World Conference of Local Governments held at Washington, D.C., June 15-20, 1961. The Conference considered the topic in both its broad and its specific aspects.

673. KRISHNA MURTHY, S.M. Some aspects of municipal training. *Civic Affairs*, 17:6 (January 1970) 21-2.

The training connected with municipal government falls under three categories : (1) Training of the personnel employed in the organisation ; (2) Training of the government officials dealing with local government ; and (3) Training of municipal councillors. The author feels that enough has been written on the first category. His emphasis is on the second and third categories.

674. KULKARNI, R. S. Labour statutes and local self-government in India. *Quarterly Journal of the Local Self-Government Institute*, 49:3 (January-March 1977) 192-206.

Examines the labour statutes which are applicable to local self-government authorities in the country. Although municipal corporations, zila parishads, village panchayats and other such self-government authorities have been exempted from the purview of many of the labour statutes such as Shops and Establishments Act, Payment of Wages Act, Payment of Bonus Act, it is not as if the benefits available under these Acts are not enjoyed by the employees of the local self-government. The author here elaborately deals with the approach of the Supreme Court in defining 'Industry' and makes useful suggestions.

675. LEEMANS, A. F. University teaching in local government and administration. *Journal of Local Administration Overseas* 5:1, (January 1966) 3-10.

Presents the main trends of teaching of local government and administration and their various aspects in various countries.

676. MADHYA PRADESH. Committee of Enquiry on Emoluments and Condition of Services of the Corporation and Municipal Employees in Madhya Pradesh. *Report*. Bhopal, 1965. vi+128 p.

Committee appointed : 13-4-1964. *Chairman* : Bhawani Prasad Tiwari. *Terms of Reference* : (i) To recommend the principles which should govern classification of municipalities for purposes of classification of Municipal employees/Corporation employees ; (ii) To enquire into the designation, grades, strength and scale of pay for such category of Municipal/Corporation employees in each class of Municipality/Corporation and recommend the structure of emoluments and the strength for the various categories of employees in the different classes of Municipal Councils/Corporations ; (iii) To enquire into

the existing qualifications prescribed for various categories of posts, methods of recruitment, appointment and promotion and to suggest a uniform code for improving the efficiency of the services and the prospects of the employees ; (iv) To examine the existing position in respect of each category of Municipal/Corporations employees in each cadre of Municipality/Corporations with regard to leave, leave allowance, acting allowance, pension, gratuity, compensations fund, provident fund, annuity, medical facilities, dismissal, removal, conduct and other departmental punishment and appeal, other service conditions and to suggest a uniform code for various categories of employees in each class of Municipality/Corporation ; (v) To examine and suggest whether and to what extent the existing provisions of the Madhya Pradesh Municipalities Act, 1961/Corporation Act, need to be amended ; (vi) To recommend such interim relief, pending final recommendations, as the Committee may deem appropriate if the circumstances so require.

677. MALHOTRA, D. D. Municipal personnel management. *Nagarlok*, 5:4 (October-December 1973) 17-23.

A wide variety of problems in municipal personnel management are attributable to : (a) the structure of municipal execution system which does not allow proper recognition of the need for sound personnel policies and practices ; (b) lack of awareness of the fact that while the quality and the numerical strength of employees increase, a corresponding increase in managerial capabilities in municipal personnel administration is called for, and that the traditional establishment approach has a very limited capacity to deal with the contemporary personnel problems and is not a proper tool for increasing effectiveness of manpower resources particularly in a labour intensive organisation such as municipal administration.

The premises on which the unified cadres have been organized and managed by the state governments, have added to the complexity of problems. If the purpose behind introducing unified personnel system is to improve

the capabilities of the local bodies, it calls for a positive approach in the structure and management of these cadres. They have assumed a role of an agent of state government for controlling the local bodies without any corresponding responsibilities in respect of problems arising out of the exercise of such powers. Unified municipal cadres have more often been used by the Directorates as an extension of this role. In any reform effort to strengthen the urban local bodies, it is essential that all the parties—local governments, its employees and the state government should feel a sense of joint venture and participate in the management of change. This, it is felt, will emerge if instead of State Municipal Directorate, the central agency is a statutory body, giving representation to each party. Such an agency would not only have the essential expertise in municipal administration at levels of policy making in respect of matters of common concern to all municipal governments in a State, but also ensure that local government reform efforts are not delinked from the philosophy behind the creation of local governments. In regard to personnel matters, such an agency could be entrusted with the management of state wide municipal cadres in addition to its role of guiding and assisting the urban local bodies in the development of personnel management function and the infrastructure thereof.

678. MALHOTRA, D. D. Performance appraisal in municipal administration. *Nagarlok*, 6:4 (October-December 1974) 17-29.

The attempt in this article is essentially to discuss the problems of inefficiency, corruption and indecision, etc., of municipal administration in India. These evils are due to the lack of existence or ineffectiveness of any formal appraisal system in urban administration. The author opines that it is possible to improve the objectivity in performance appraisal by introducing new appraisal techniques.

679. MATHUR, N. S. Management problems in unified municipal cadres. *Nagarlok*, 6:4 (October-December 1974) 5-9.

There are numerous difficulties to bring into a common cadre all municipal employees starting from class IV to class I officers. The fixation of seniority and drawing up a gradation list is an uphill task and no formula will satisfy the ambitions of all members of the new cadre. The author feels that most important key of efficiency and economy are competence, integrity and fairness in the recruitment of personnel and a fair system of promotion and transfer. But unfortunately these ingredients are absent in the municipal personnel system.

680. MAYUR, Rashmi. Human resources development in the municipal administration in India. *Manpower Journal*, 12:2 (July-September 1976) 110-34.

The municipal administration of today has not been able to meet the growing demands of the urban masses. Anachronistic structures, limited resources and increasing activities are the main difficulties. The author suggests a drastic revision of the organisational structure of the municipal administration with a Personnel Department at centre of the organisation, which should have a well-planned, complete programme for the total development of each individual—personality, interpersonal relations, motivation, professional skills, managerial talent and even emotions. Comprehensive training programme to improve skills and potentials of the employees should be organised. Work should be converted into a challenge with fair and objective performance evaluation systems along with systematic rewards and punishment.

681. MAYUR, Rashmi. Human resources in the municipal administration in India. *Bombay Civic Journal*, 24:10 (December 1977) 15-17 ; 25:1 (March 1978) 16-18.

Lack of organisational adaptation and inadequate exploitation of human resources are mainly responsible

for the crisis in urban governments in India. Some drastic changes in the organisational structure are suggested which are necessary for effective utilisation of human resources. A few measures are proposed to make municipal organisation more attractive for talented people. Each municipal administration should set up a Personnel Department with human resources development as the central function. Human beings are complex organisms and should be kept highly motivated if productivity and growth are to be sustained. Some preliminary and broad principles in determining the rationale for human resources development are pointed out.

682. MOTIWAL, Om Prakash. Statutes of municipal employees in India, *Paper presented to the Seminar on Problems in Municipal Laws (December 20-21, 1971)*, organised by the Indian Institute of Public Administration, Centre for Training and Research in Municipal Administration, New Delhi ; Also published in *Civic Affairs*, 23:1 (August 1975) 17-29.

Municipal employees, like members of Union and State Civil Services, are not entitled to the protection enshrined in chapter IX of the Constitution. After discussing various judicial decisions in India and practices followed in other countries, it is concluded that only a few labour legislations in part have been made applicable to municipal employees in India. It is suggested that if they are not to be treated at par with government servants they should at least be given benefits that accrue to labour class under different legislations.

683. MUNICIPAL Corporation of Greater Bombay. Pay Committee. *Report*. Bombay: Municipal Corporation of Greater Bombay, 1974, 2 pts.

Committee appointed: 30-11-1973. *Chairman*: B. H. Prabhavalkar. *Terms of reference*: (a) To examine the structure of pay scales at present applicable to various cadres and posts in the Corporation and to recommend necessary revision in the pay scales, so as to make the

revised scales commensurate with the nature of duties and responsibilities attached to the different posts and their working conditions and to secure uniform remuneration for posts which carry equal duties and responsibilities and at the same time, call for more or less equal qualifications and skill. This is also with a view to making inter-departmental transfers possible. This examination extends to the scales of all the employees of the Corporation including remuneration of those engaged on daily wages. (*Note:* The employees in respect of whom the Corporation has adopted pay scales, allowances, etc., as prescribed by Government for the respective category so as to recover from Government the expenditure on account of such staff, *e.g.*, teachers and other staff of the Secondary Schools, Family Planning staff will, however, stand excluded from the above examination). (b) To suggest an appropriate method/methods to be adopted for the fixation of pay of existing employees in the new scales recommended by the Committee having regard to the benefit received by the category in the fixation in the prevalent grade and date for giving effect to its recommendations for revision of pay scales, which may not be earlier than 1st April 1972. (c) To examine special pays sanctioned for various posts in the different departments of the Corporation, to suggest the principles which ought to be adopted for granting special pays and to recommend desirability or otherwise of continuing special pays. If retained, the Committee is to recommend at what rate the special pays should be granted for different posts. (*Note :* For the purpose of recommendations of grades, special pays, the Committee may not take cognisance of the binding period of agreements, awards, etc., that may be in force). (d) To examine the present structure of rates of House Rent Allowance, Compensatory Allowance, Conveyance Allowance, Travelling Allowance, Dearness Pay and other Allowances payable to the employees and to make recommendations regarding the revisions of these rates. The question of Dearness Allowance has been specially excluded from the purview of the Committee. (e) To make recommendations regarding hours of work,

work load or quantum of work for different categories of employees, number of holidays that ought to be sanctioned and to suggest revision of existing rates relating to the grant of different kinds of leave, such as Casual Leave, Medical Leave, Earned Leave, Extra-ordinary Leave, etc. (f) To examine the present strength of temporary workers and those engaged on daily wages to examine the wages paid, the concession and facilities afforded to them; and to recommend the number of daily rated workers that is absolutely necessary to be engaged. The Committee is also to make recommendations regarding the wages to be paid, and the concessions and facilities that are to be afforded to them. (g) To study in detail the administrative set-up of the Corporation with a view to ascertaining if the number of the employees engaged is in excess of its requirement and if in consequence there is unnecessary expenditure on account of surplus staff. If necessary, the Committee is to suggest re-organisation in the administrative set-up and measures for economising expenditure on the establishment. (h) The Committee will consider the impact of its recommendations on the finances of the Corporation. (i) To consider and make recommendations on matters regarding services that may be referred to the Committee by the Corporation.

684. MURTI, V. S. The personnel system in municipal administration. *Quarterly Journal of the Local Self-Government Institute*, 49:1 (July-September 1977) 45-55.

The author makes out a case for good personnel system in the municipal administration. He makes a number of suggestions to improve the personnel system and stresses the need for a philosophy of municipalisation. In an area of municipalisation, he argues, it is necessary that the benefits of municipalisation are brought to the notice of the people. This can be done only by a band of devoted workers who may be prepared by local bodies if it adopts forward looking executive building programme. He feels that municipal enterprise and trading need a second look. Executive building programme should be started

immediately and municipal enterprise should occupy a place of pride in the economy of the country. It is high time that the employment in the local body should be made attractive. The assignment for local authority should be considered equally important as the assignment in a State or Central Government.

685. PANT, Niranjan. Status, participation and evaluation of municipal bureaucracy. *Indian Political Science Review*, 10:2 (July 1976) 216-26.

Citizens' evaluation of municipal officials is of great importance for understanding the effectiveness of local self-government. The article is based on data collected for a larger study during October 73 and March 74 in Kanpur. It aims at examining some special issues pertaining to the relationship between socio-economic status and local political participation and their relationship with the evaluation of the working of municipal bureaucracy. It is found that social status is one of the most important personnel characteristics in local political involvement. Most critical of municipal bureaucracy are from lower stratum with higher political participation. This shows that who are in the lowest rung of the society are the worst sufferers of bureaucratic corruption, favouritism and inefficiency.

686. PATEL, B. P. Training and orientation in municipal administration. *Nagarlok*, 1 (1969) 5-8.

The changed concept of state activity has put immense responsibilities on the local-self-government institutions. The efficiency and effective functioning of local bodies depends on many factors such as sound organisation, competent administration and technical expertise. To achieve this, training is the least expensive input in human resource development and has multiplier effect. For this Training Centres are set up and their function comprise organisation of different types of training courses, seminars, research in urban administration, providing

guidance and counselling services on complex problems, etc.

687. RAGHAVIAH, Y. Training municipal administrators: some problems and prospects. *Nagarlok*, 6:4 (October-December 1974) 10-16.

Highlights some problems encountered in training municipal functionaries. The problems of training are described in the ecological and institutional perspective against the authors' experience of the Regional Centre for Training and Research in Municipal Administration, Osmania University, Hyderabad.

688. RAJADHYAKSHA, N. D. Promises to keep . . . and miles to go. *Quarterly Journal of the Local Self-Government Institute*, 47:2 (October-December 1976) 147-53.

Traces the growth and evolution of the Local Self-Government Institute, Bombay. Founded in 1926 by the great pioneers of local self-government Mr. S. S. Naik, Mr. S.R. Bhagwat, the institute was subsequently nourished and nurtured by the active and dedicated efforts of Mr. G. V. Mavalankar, Mr. D. C. Barfiwala and other such stalwarts. The institute now has blossomed into India's premier institute of training and research in local government.

During the last 50 years of its glorious existence, the institute is credited to have started 50 centres at distant and different parts of the country and trained as many as 38,000 employees of local bodies at these centres. The year, 1951 is considered a landmark in the history of the institute as in this year the institute's base was broadened and it started functioning as the "All India Institute of Local Self-Government".

689. RANGNEKAR, N. B. Training of municipal staff at various levels and refresher courses after regular intervals. *Quarterly Journal of the Local Self-Government Institute*, 40:1-2 (July-September—October-December 1969) 1-10.

Throws light on various training schemes of municipal staff. Training methods, their contents along with their defects are elaborated. Importance of referresher course is also pointed out.

690. RAO, A. Amruth. Personnel administration in the Municipal Corporation of Hyderabad. *Nagarlok*, 9:1 (January-March 1977) 30-41.

Traces out various developments that took place in the sphere of personnel administration of the Municipal Corporation of Hyderabad based on the relevant provisions under the Hyderabad Municipal Act of 1932, the Hyderabad Municipal Corporation Act of 1950, and the Hyderabad Municipal Corporation Act of 1955. Relative merits and demerits of the provisions under each act are discussed and their impact on municipal personnel administration is analysed. It is found that as the municipal institution was not properly established in the pre-1932 period, the scope for development of personnel administration was absent. In the 1932 Act the most significant development was the creation of the Dominion Cadre Service, which affected the Municipal Corporation positively and negatively. The 1950 Act made the Hyderabad Civil Service Regulations applicable to the municipal official and servants so that they could be treated at par with the government employees in all service matters. The impact of 1955 Act was more on matters of recruitment. The analysis has shown that there has been a gradual curtailment in the jurisdiction of recruitment and power of appointment enjoyed by the Municipal Corporation and this trend continues even now.

691. RAY, Keith. Local authority manpower planning. *Local Government Studies*, 2:2 (April 1976) 53-68.

Some simple analytical techniques for planning the professional and administrative manpower in local authorities.

692. RAY, Keith. A model for the promotion of professional and administrative staff in a local authority. *Local Government Studies*, 2:4 (October 1976) 39-50.

Describes the design of a model to represent the promotion of professional and administrative staff in a local authority, and its use to explore the range of possible future promotion policies.

693. SACHDEVA, D. R. Training programme in municipal administration: an appraisal. In S. K. Sharma and V. N. Chawla (eds.) *Municipal administration in India: some reflections*. Jullundur, International, 1975, p. 44-50.

Examines the facilities for and techniques of the training of the officials and non-officials of municipal bodies especially in the State of Punjab.

694. SARKAR, A. K. Man management in local bodies. *Calcutta Municipal Gazette*, 95:5 (10 July 1976) 135-7.

The problem of municipal personnel administration boils down to three points, viz., (a) Absence of proper rules and regulations regarding qualifications, scales of pay and other service conditions ; (b) Inability of municipal authorities in general to offer adequate salary attractive service conditions to their employees owing, mainly to the financial poverty ; and (c) The retarding effect of narrow municipal politics which stands in the way of proper management of municipal personnel. To solve these three problems, the author considers, the State Government, the Local Government, Political Parties and the representatives of workers and employees should come together with a sincerity of purpose and ideal and formulate comprehensive principles and procedures for personnel management of local bodies.

695. SINGH, B. N. Municipal personnel administration in Bihar: an assessment. *Political Scientist*, 12-13 (July-December 1975—January-June 1977) 83-99.

The personnel working in the municipalities in Bihar belong to two categories, viz., an integrated service in which the personnel are interchangeable between the State Government and local authorities, and an independent personnel system. The Executive and Health Officers belong to the first category. All other services fall under second category. Though the State Government has framed model rules, in order to regulate appointments, duties, discipline, appeal, leave conditions, provident fund, gratuity, etc., but, as the adoption of the model rules is optional, the actual situation falls much short of the ideals. The author suggests a few remedies to heal up the municipal personnel system. The services of the principal officers in the administrative charge of various departments should be classified, graded and brought to a cadre which extends to all the municipalities and may be termed as State Municipal Services. The ministerial and subordinate services may be formed into uniform district services. The members of the two services should be selected by two different service commissions, terms and composition of these are spelt out. Uniform essential qualifications for each category of municipal employees should be prescribed. Periodic transfer of municipal employees is essential so that they may not become tools in the hands of local politicians. Direct recruitment to various posts should be combined with promotion based on merit-cum-seniority from the lower cadre. Service conditions and pay and allowances should be put at par with state government employees, and a regular training and orientation programme should be undertaken.

696. SINHA, N. N. Bitter fruits of centralised municipal services. *Civic Affairs*, 19:2 (September 1971) 5-7.

The centralisation of municipal services permitting transfers all over the state has resulted in an all round deterioration in municipal administration and it should be done away with.

697. SREERAM, K. Training of municipal personnel in India. *Bombay Civic Journal*, 18:4 (June 1971) 2-4.
698. TARAPOREWALA, S. B. Management of municipal cadres and their personnel functions. *Bombay Civic Journal*, 19:1 (March 1972) 8-11.
699. UNITED NATIONS. Department of Economic and Social Affairs. *Local government personnel systems*. New York ; U.N., 1966. 103 p.

Analyses, on a comparative basis, the structural features of local government personnel system.
700. UNITED NATIONS. Department of Economic and Social Affairs. *Local government training*. New York: U. N., 1968. viii+134 p.

Contents : A general view of local government training ; Training for principal classes of personnel ; Organisation for training ; The training of counsellors ; Correspondence Study ; Some problems of methods and operations.
701. U.P. Pay Committee for Employees of Local Bodies. *Report*. Allahabad : Superintendent, Printing and Stationery, 1948. 110 p.

Committee appointed : 1-9-1947. *Chairman* : Govind Sahai. *Terms of reference* : (i) To inquire into the present scales of pay and allowances in all branches of the services of local bodies and to make suggestions for their revision with a view to ensuring a decent living wage within the present and prospective financial resources of local bodies. (ii) To inquire into the existing methods of recruitment and promotion in the various services and to suggest what further improvement, if any, is called for therein. (iii) To consider whether it is necessary or expedient to provincialise certain services, and if so, to suggest the particular services which should be provincialised and the terms and conditions on which such provincialisation is to be effected. (iv) To examine the existing position in regard to the provident fund, gratuity,

compassionate allowance and other super-annuation benefits, and to suggest what further revision, if any, is called for, (v) To inquire into and examine the present finances of local bodies and to suggest suitable means for making them self-sufficient.

702. VARSHNEY, V. P. Requisite qualifications of executive officers in local bodies. *Civic Affairs*, 22:7 (February 1975) 11.

In view of the various functions of local bodies, the author feels that a public health engineer, with management training would be the best choice for the part of executive officer.

703. VENKATARAMAN, K. Creation of a cadre of local civil service personnel. *Indian Journal of Public Administration*, 14:3 (July-September 1968) 753-71.

Attempts to supply the perspective in which the problem of creation of cadres of local civil service personnel in India should be viewed and discusses the general outlines of the manner in which it should be tackled.

704. VENKATESWARA RAO, D. Municipal personnel system in Andhra Pradesh. *Nagarlok*, 6:4 (October-December 1974) 59-63.

The author critically examines municipal personnel system in the state and feels that the system of personnel management in the municipalities in the state is functioning effectively.

705. VERMA, Pratap Singh. Background characteristics of municipal bureaucracy : a case study in Rajasthan. *Nagarlok*, 4:1 (January-March 1972) 28-32.

The study is an attempt to investigate the background characteristics of the municipal bureaucracy in Rajasthan and their attitude towards the job. Includes the responses of higher officials of the unified service, Rajasthan Municipal Subordinate and Ministerial Service. The sample is based on one class municipality, and second class

municipality and two each from third, fourth and fifth classes of municipalities. From this limited survey the analysis is not a bright one and author emphasises for radical thinking about the manning of municipal posts.

706. VERMA, Pratap Singh. Municipal personnel in Rajasthan : a study of some aspects of bureaucracy. *Ph.D. thesis, University of Rajasthan, 1973.*
707. VERMA, Pratap Singh. Municipal personnel system in Rajasthan : the need for change. *Rursa Journal of Research (India)*, 1 (1971) 68-80.
708. VERMA, SURESH P. Re-classifying municipal services. In S.K. Sharma and V.N. Chawla (eds.) *Municipal Administration in India : some reflections*. Jullundur, International, 1975, 165-74.

The municipal governments in India have more or less followed the four-fold classification system prevalent in the Central and State governments, *i.e.*, class I, class II, class III and IV. Short-comings are pointed out and a system based on duties and responsibilities and skill requirement of the job, called position classification, is suggested.

FINANCE ; TAXATION

709. AUDHOLIA, V. K. Financial structure of municipal corporation in the developing economy of Madhya Pradesh. *Ph. D. thesis, Jabalpur University, 1969.*
710. BADHE, G. S. and M. U. Rao. Cost of city administration. *Bombay Civic Journal*, 16 : 11 (January 1970) 7-8.

Deals with the different aspects of expenditure on general administration.

711. BADHE, G. S. Finances of Maharashtra's urban local authorities. *Economic Times*, (10 January 1975) 5+

A comparative and analytical study of municipal finances in Maharashtra of two years, 1969-70 and 1972-73.

712. BADHE, G. S. Grants-in-aid to urban local bodies. *Bombay Civic Journal*, 22 : 3 (May 1975) 17-19.

713. BADHE, G. S. Grants to local bodies in India. *Quarterly Journal of the Local Self-Government Institute*, 41 : 4 (April-June 1971) 327-31.

714. BADHE, G. S. Municipal finances. *Bombay Civic Journal*, 20 : 1 (March 1973) 2-3.

715. BADHE, G. S. Plight of municipal finances. *Civic Affairs*, 20 : 1 (August 1972) 23-9.

The financial resources of municipal government are not sound. If these local bodies are to provide better standard of services, their financial resources require greater improvement. In the states where octroi is abolished, they depend upon services taxes. Share in revenues from state level taxes is essential.

716. BAHULEYAN, K. S. Income and expenditure pattern of Nanded Municipal Council. *Quarterly Journal of the Local Self-Government Institute*, 40 : 4 (April-June 1976) 714-35.

The study of the income and expenditure pattern of the Nanded Municipal Council presents rather a discouraging picture. Although property tax and octroi fetch sizable revenue in absolute terms, yet as the study reveals, they do not yield as much income as they ought to, mainly because of the bad tax management, apathy of the municipal council to recover the huge arrears or what the author calls absence of 'tax-oriented tax management' on the part of the council. The expenditure of the council has steadily been rising on general administration while on services, public utility works and developmental activities it has become virtually steady. This is evident from the fact that during the last eight years the council undertook no development plan—short-term, mid-term or long-term. Grants-in-aid received by the Nanded Municipal Council from the state is of small proportion compared to the grant provided to other municipal councils. The measures suggested by the author for improving the finances of the council, are the action-oriented tax management, tightening the supervision of octroi, adoption of progressive tax rate on properties and the increase of tax rate on all vehicles for commercial purposes by 100 per cent.

717. BANERJEE, Nirmala. The state of municipal finance. *Nagarlok*, 3 : 2 (April-June 1971) 17-24.

Discusses the financial problems, the municipal corporations are facing in some big cities of India, and the methods adopted to solve them.

718. BANERJEE, Sivadas. Raising Calcutta's civic revenue: four basic measures. *Times of India*, (5 January 1975) 6.

The four avenues being explored to augment the revenue of the Calcutta Corporation and other

municipal bodies in the programme area of Calcutta Metropolitan Development Authority are : basing the charges for water supply and sewerage not on the existing property tax but on a revised rate schedule ; revising property tax ; imposing an additional levy on property and a higher tax on professions and the withdrawal of provisions for reduced ceilings in respect of the Calcutta Improvement Trust buildings and *bustees*. As per West Bengal Government's loan agreement with the International Development Association of the World Bank, a plan to improve civic financial performance was formulated by a joint working group set up by the Union Government. The plan has been finally approved by the State Government. The working group's recommendations are briefly described.

719. BANERJEE, Tapan Kumar. *Rationalisation of grants-in-aid and shared revenue for municipal governments of West Bengal*. Calcutta : Calcutta Metropolitan Planning Organisation, 1972. 57 p. (Mimeo).

Background paper prepared for the Study Team constituted by the Governor of West Bengal for looking into the Municipal Administration in West Bengal.

720. BANERJEE, Tapan Kumar. *The resource gap*. Calcutta : Calcutta Metropolitan Organization, 1972. v. p.

721. BANERJEE, Tapan Kumar. Some thoughts on the reforms of State policy on grant-in-aid to local government. *Nagarlok*, 10 : 2 (April-June 1978) 57-63.

More often than not the financial commitment of the local governments do not match with their financial resources. As the State has too few tax bases, it is not possible to delegate more bases to local governments. With the growing development activities, in a semi-federal system of government like ours, grants-in-aid play a significant role in the local budgets. It can be used as an instrument to steer the activities of local governments. The system of grants-in-aid should

supplement the local efforts in optimising civic services and remove inter-local fiscal disparities. Unfortunately there has never been a rational policy underlying the ever increasing state grant-in-aid to local governments. The different purposes for which grants are given are analysed. Annual revenue grants, having removal of fiscal disparities as one of its aims, are termed as Revenue Equalisation Grant (REG). The factors behind formulating REG policy are explained and a formula is presented. It is suggested that a Local Finance Commission should be set up every five years, to go into the needs and resources of local governments. This is a paper submitted at the IIPA Seminar on "State-municipal fiscal relations", November 15-16, 1974.

722. BANGALORE Municipal Corporation. *Bangalore Municipal Corporation : problems and finances*. Bangalore : Bangalore Municipal Corporation, n.d. 200 p.

Informations incorporated are upto the financial year 1969-70. Deals mainly with financial position of the Corporation.

723. BARDOLOI, N. N. *Local finance in Assam*. Gauhati : Dutta Baruah, 1972. (vi)+291+vii p.

Attempts to trace the recent trend in local finance with all its inter-related problems. Divided in 12 chapters, viz., Introduction ; Functions of local bodies ; Expenditure of local bodies ; Income Tax on property ; Minor taxes and licence fees ; Rent and revenue from property & undertakings ; Grants-in-aid and assigned revenue ; Local borrowing ; Additional resources ; Financial administration ; Conclusion. Bibliography, p. i-vii at end.

724. BHAMBHRI, C. P. *Municipal finance in India : a case study of Raipur Municipal Council*. *Political Science Review*, 6 : 2 (April-June 1967) 185-99.

The purpose of this paper is to describe the main sources of income and items of expenditure of the Raipur Municipal Council (M.P.), and to examine the major problems of financial management faced by the Council.

725. BHAMBHRI, C. P. *Municipalities and their finances : an empirical study of the municipalities of Rajasthan*. Jaipur : Padam Book, 1969. vi+144 p.

Endeavours to bring into focus the various issues concerning finances of five principal municipalities in Rajasthan. The municipalities covered are : Ajmer, Alwar, Bikaner, Jaipur and Kota.

726. BHARGAVA, P. L. Budgetary control in municipalities of India : a case study of Rajasthan. *Quarterly Journal of the Local Self-Government Institute*, 43 : 3 (January-March 1973) 121-33.

In India in general and Rajasthan in particular there is an imperative need for the improved budgetary system for municipalities. The traditional budgetary system currently followed in by the municipalities in Rajasthan is found wanting to meet the challenges thrown by the complex municipal problems. The improved budgetary system must include, *inter alia*, the improved budget proforma, comprehensive budget controlling techniques, performance and long-term budgeting. The long-term budgeting, which should usually be for a period of five years, can be on the lines of Tamil Nadu Government's Panchayat Development Schematic Budget with a few modifications.

727. BHARGAVA, P. L. Financing municipalities in India : a case study of Rajasthan. *Nagarlok*, 3 : 2 (April-June 1971) 35-42.

A case study of income and expenditure of municipalities in Rajasthan and it also shows the gap between existing income and expected expenditure on minimum services desired. It is suggested that these measures may increase municipal revenue in the State ; (i) Establish-

ment of an effective planning and budgetary unit at the local level ; (ii) Reservation of certain taxes for municipal bodies only ; (iii) Setting up a Municipal Finance Commission.

728. BHARGAVA, P. L. Municipal expenditure in Rajasthan. *Eastern Economist*, (2 May 1969) 927-30.

The trends in total expenditure of the municipalities in Rajasthan are studied with the help of available statistics. Concludes that the present trend in the rate of growth of smaller municipalities should be maintained till such time as the per capita expenditure of all classes of municipalities in Rajasthan is equal to the per capita expenditure as suggested by the Zakaria Committee for different classes of municipalities to attain the minimum level of municipal services.

729. BHARGAVA, P. L. Municipal expenditure in Rajasthan during Second and Third plans. *Southern Economist*, (1 March 1969) 11-13.

730. BHARGAVA, P. L. Municipal finance in India : a case study of Rajasthan. *Economic and Political Weekly*, (16 August 1969) 1341-4.

Municipal expenditure in Rajasthan increased considerably during the Second and Third Plans. Yet municipal services were found inadequate and at the lowest level in the country by Zakaria Committee. The author argues that this has happened because municipalities in Rajasthan failed to fully exploit the resources assigned to them by the State statute. To make the municipalities finances go farthest in their usefulness, municipal plans will have to be integrated with State and national plans and municipal finance with State and national finance.

731. BHARGAVA, P. L. Municipal finance in Rajasthan. *Ph. D. thesis, Rajasthan University, 1974.*

732. BHARGAVA, P. L. Municipal income in Rajasthan. *Eastern Economist*, (26 June 1970) 1200-5.

Studies various sources of municipal income in Rajasthan and observes that there exists a wide fiscal gap between the existing income and desired income as calculated by Zakaria Committee to achieve the minimum level of municipal services. Makes some suggestions to fill this gap.

733. BHARGAVA, P. L. Reforms in municipal accounting and auditing procedures. *Nagarlok*, 4 : 2 (April-June 1972) 34-41.

This study is based on some municipalities of Rajasthan. The present system of accounting and auditing procedures in the municipalities has become obsolete and it is necessary that the procedures should be reformed forthwith. The use of machine accounting technique in large size municipalities will reduce labour and cost. The author suggests that municipalities should also attach importance to the report of the Examiner of Local Fund Audit which will be beneficial for management purposes.

734. BHATT, Mahesh and M. S. Trivedi. *Metropolitan finance in a developing economy : Ahmedabad Municipal Corporation, a case study*. Ahmedabad : Balgovind Prakashan, 1969. viii+52 p.

Provides a preliminary analysis of the finances of the Ahmedabad Municipal Corporation for the period 1950-51 to 1968-69.

735. BHATT, Mahesh and V. P. Bhardwaj. Municipal finances in Gujarat : the problem of imbalance between needs and resources. *Nagarlok*, 11 : 1 (January-March 1979) 24-32.

Highlights the problem of imbalance between needs and resources of municipal bodies of Gujarat and discusses the ways and means to fill up the gap in the light of existing tax structure of these local bodies.

736. BHATNAGAR, K. P. *Municipal economy*. Kanpur : Kishore Publishing House, 1956. 150 p.

737. BHATNAGAR, N. L. *Rural and municipal economics*. Meerut : Jai Prakash Nath, 1952. xii+385+174 p.

In two parts with separate pagination. Pt. II (174 p. at end) deals with municipal finance.

738. BHAURASKAR, K. M. *Municipal finance in certain leading Indian States*. Ph. D. thesis, Bombay University, 1951.

739. BORDOLOI, Upendra Nath. *Local finance in Assam*. D. Phil thesis, Gauhati University, 1967.

740. BOSE MULLICK, S. G. Augmentation of financial resources of urban local bodies. *Civic Affairs*, 19 : 7 (February 1972) 27-33.

The responsibility for planning construction, management and financing of urban local bodies is an ever-widening one and has to be shared in different degrees among various levels of government. Local bodies alone can not manage the entire finances. They are to be augmented. Urban land policy, non-tax revenues, grants-in-aid and revolving funds are a few suggestions made by the author.

741. BOWLAND, James G. Planning a municipal capital budget. *Canadian Public Administration*, 6 : 4 (December 1963) 463-9.

Considering capital budget as the final step in the development and improvement of municipal budgeting system, describes the stages it has to pass through.

742. BRETON, Albert. The theory of local government finance and the debt regulation of local governments. *Public Finance*, 32 : 1 (1977) 16-28.

Suggests a model of local government finance based on the notion that "homemade leverage" or "arbitrage"

by investors is, under certain conditions, substitute for mobility by citizens seeking to choose a neighbourhood in which to live. Argues that the implementation of criterion of resource cost minimization would make these two phenomena better substitutes if certain differences between neighbourhoods were regulated.

743. CHANDRASEKHARA, C. S. Capital improvements programme at the local bodies' level. *Nagarlok*, 10 : 1 (January-March 1977) 90-100.

The functions of local bodies have enlarged substantially. They can not be well managed by an annual income and expenditure statement, but by a long-term policy guide within which annual and tri-annual programmes can be conceived and executed. The author suggests adoption of PPBS technique and attempts a format which may enable municipal corporations and large municipalities to reorganise their budgetary systems.

744. CHATTERJI, M. An econometric study of municipal finances in the Calcutta Metropolitan District. *Quarterly Journal of the Local Self-Government Institute*, 41 : 4 (April-June 1970) 251-69.

Sometimes it is thought that problems of planning in Calcutta are only physical in nature, namely, building a second bridge or subway, etc. This may be true from a short term point of view. But from a long-range planning objective the socio-economic aspects are equally important which should be borne in mind when devising fiscal planning strategies.

745. CHATTERJEE, M. Municipal costs and revenues in the Calcutta Industrial Region, by M. Chatterji. *Quarterly Journal of the Local Self-Government Institute*, 36 : 3 (January-March 1966) 251-62.

The Calcutta Industrial Region consists of the City of Calcutta and adjoining 34 towns.

746. COTTON, John F. Planning-programming-budgeting systems for local government. *Municipal Finance*, 41 : 1 (August 1968) 26-33.

An outline of some of the current thinking on planning-programming-budgeting implementation.

747. DALAL, Chandulal B. *Municipal finance*. Bombay : Local Self-Government Institute, 1957. 52 p.

Notes specially prepared for L. S. G. D. Students. The topics covered are : sources of revenue, expenditure, loans and borrowing process, budget and control over income and expenditure.

748. DATTA, Abhijit. Financing municipal services. *Indian Journal of Public Administration*, 14 : 3 (July-September 1968) 551-67.

Application of certain norms and criteria developed since Independence to streamline centre-state fiscal relations to the neglected field of state-local fiscal relations has been tried to see how far the states themselves have meted fair and imaginative treatment to the local bodies which they expect of the Centre. Then, concentrating on the purely local sources of revenue, examine to what extent there is a possibility to intensify their utilization and what alternatives exist to put the local governments on sound financial footing.

749. DATTA, Abhijit. Financing municipal welfare services. *Nagarlok*, 4 : 4 (October-December 1972) 36-8.

Local welfare services in urban areas should primarily be the responsibility of municipal authorities. The author feels that a dynamic role of municipal government in the sphere of welfare services would be a reality only when State governments would agree to give liberal financial support to local authorities.

750. DATTA, Abhijit. Fiscal aspects of metropolitan development in Calcutta. *Nagarlok*, 10 : 2 (April-June 1978) 50-6.

The prevailing public financing techniques of metropolitan development in Calcutta are examined. Three major fiscal issues analysed are—reform of municipal finance, distribution of fiscal burden, and improvements in fiscal management. The author thinks that by the turn of the century the local fiscal constraints will cease and there will be greater reliance on user charges for urban public facilities and services. This is a paper presented at the Conference on Calcutta-2000 ; some imperatives for action now organised by the Indian Chamber of Commerce, Calcutta, April 1976.

751. DATTA, Abhijit. *Inter-governmental grants in metropolitan Calcutta*. Bombay : Asia Publishing House for Institute of Public Administration, 1965. xiv+50 p.

Brings together original statistical information about grants to urban and rural local authorities in the Calcutta Metropolitan District. Analyses the subventions made in recent years according to class of authority and head of expenditure ; examines their impact on local development activities ; and relates them to state and local expenditures. Also describes fiscal relations between the Union Government, the States and local authorities.

752. DATTA, Abhijit. Issues in municipal finance. In S. K. Sharma and V. N. Chawla (eds.) *Municipal administration in India : some reflections*. Jullundur : International, 1975, p. 229-33.

The article discusses municipal fiscal problems from four angles : (a) Municipal tax system ; (b) Revenue devolution ; (c) Plan finance ; and (d) Federal transfers to see what changes needs to be introduced by the State and the Centre so that municipal government may function more effectively.

753. DATTA, Abhijit. *Municipal administration and finance in Gauhati*. New Delhi : Indian Institute of Public Administration, 1976. 47 p. (Mimeo.)

A report commissioned by the Indian Institute of Public Administration, at the request of the Administrator, Gauhati Municipal Corporation to examine the entire gamut of the executive system.

754. DATTA, Abhijit, and David C. Ranney. *Municipal finance in the Calcutta Metropolitan District : a preliminary survey*. New York : Institute of Public Administration, 1964. xii+123 p.

Brings together the financial statistics of thirty-six urban local authorities in the Calcutta Metropolitan District, comprising thirty-three municipalities, one cantonment and two corporations.

755. DATTA, Abhijit. An outlook for municipal finance commissions. *Nagarlok*, 7 : 3 (July-September 1975) 23-7.

Recently a number of state governments have appointed state municipal finance commissions and so far the Maharashtra and Gujarat reports have been published. This paper examines the contents of the two reports in detail in order to identify their similarities and differences and evaluate these against the original objectives of the commissions. Comparisons have been made of the terms for reference, the estimations of revenue gap, tax efforts, reservation of tax sources, tax-sharing, general-purpose grant and plan assistance. In the end, some particular issues arising out of the subject-matter covered by the two reports have been identified for possible policy decisions by the state governments concerned.

756. DATTA, Abhijit. Reforms in municipal financial administration. *Nagarlok*, 2 : 4 (October-December 1970) 33-8.

The municipal financial administration relate to the form of municipal budget, accounting methods and audit procedure. These could be the main lines of reform in municipal budget : (a) uniformity in budget

layout ; (b) performance . budgeting ; and (c) budgeting for long-term capital improvement programmes. Major reforms in municipal accounting are needed in adoption of commercial accounting in municipal enterprise activities and relating municipal accounting to the needs of management. Changes of municipal audit practices may be needed in two ways : (a) emphasising the role of the auditor as an examiner of accounts, and (b) introducing an element of progressivity in audit evaluation. The author stresses the need to improve State-municipal relations.

757. DATTA, Abhijit. State grants and shared taxes. *Nagarlok*, 3 : 4 (October-December 1971) 39-43.

In this paper, the author has reviewed the existing position of State-municipal grants and shared taxes in India and considered alternative arrangements in the light of author's experience in Indian federal finance.

758. DATTA, Abhijit. *Urban government, finance and development*. Calcutta : World Press, 1970. viii+174 p.

Collection of fifteen papers written for seminars, journals and other publications. Three papers deals with administrative problems of urban and regional development ; two are devoted to an analytical discussion on the problem of rent control and rent fixation; two deals with mass transportation and urban community development; seven papers centre around the theme of urban finance; and the last paper deals with municipal administration in West Bengal.

759. DESAI, M. R. A study of the finance of municipal corporations of Gujarat. *Artha Vikas*, 12 : 1 (January-June 1976) 70-8.

760. DEVA RAJ. Developments in municipal finance in India since 1947. *Nagarlok* 4 : 1 (October-December 1971) 5-15.

Deals with various committees and commissions

recommendations regarding municipal finance set up by Government of India, proceedings of annual conferences of municipal corporations, Central Council of Local Self-Government, councils of Mayors and provision for urban development in five year plans.

761. DHEKNEY, B. R. Studies in municipal finance in Bombay Presidency. *Ph.D. thesis, Bombay University, 1943.*
762. ECONOMIC TIMES. Research Bureau. Finances of Bombay Municipal Corporation : 1961-62 to 1967-68. *Economic Times*, (2 February 1967) 5.
763. FOSTER, C. D. and J. F. Smith. Allocation of central government budgets over city regions. *Urban Studies*, 6 : 2 (June 1969) 210-26.

Attempts an explanation of some of the theoretical and practical problems involved in the allocation of a central government budget between city regions. Offers a number of distinctions and discusses some allocation methods with simple illustrations. Argues that methods have to approximate to micro optimisation at one extreme and macro economic optimisation at the other. Calls for further analysis on the interrelationships between methods.

764. GHOSH, Sachchidananda. *Local finance in urban areas (with special reference to West Bengal)*. Calcutta : New Age Publishers, 1964, viii-172 p.

D. Phil. thesis, Calcutta University, 1963. Throws light on the fundamental problem of finance in urban areas of West Bengal in general and City Corporation of Calcutta in particular. It is "how to provide the money necessary to meet the cost of services carried out without imposing an intolerable burden on the rate payers."

765. GOVIND PRASAD. Financial powers and administration of corporations in U.P. *Quarterly Journal of the*

Local Self-Government Institute, 36 : 2 (October-December 1965) 177-84.

Attempts to study the relevant provisions of the U.P. Nagar Mahapalika Adhiniyam, 1959 with regard to the financial powers and financial administration of the KAVAL towns of U.P.

766. GOVIND PRASAD. Municipal finance in U.P. : a case study of Varanasi Corporation. *Quarterly Journal of the Local Self-Government Institute*, 36 : 1 (July-September 1965) 87-96.

The Varanasi Municipal Corporation was established under the U. P. Nagar Mahapalika Adhiniyam, 1959, which started functioning from February, 1960. This article reviews the financial resources of the Corporation up to the year 1962-63. It is found that inspite of an appreciable increase in the total income and expenditure has been an actual decline in per capita expenditure. Some suggestions to raise revenues are made.

767. GOVIND PRASAD. Municipal finances in U.P. : a case study of the finances of Kaval corporations. *Ph. D. thesis, Banaras Hindu University, 1969.*
768. GRECINE, John P. *Governmental problem-solving : a computer simulation of municipal budgeting*. Chicago : Rand McNally, 1969. xxii+338 p.

Presents an investigation of the means by which large municipal governments allocate a significant portion of their resources. It is demonstrated that an organizational decision process is the primary resource allocation mechanism and that a computer programme is an appropriate description of this mechanism.

769. GREEN, David, Jr. Depreciation of general fixed assets in government accounts. *Municipal Finance*, 34 : 4 (May 1962) 152-68.

Reviews the historical development in municipal

accounting for general fixed assets in government, evaluates the approaches that have been used, and makes a suggestion for accounting for such assets, including depreciation.

770. GUJARAT. Grant-in-Aid Code Committee for Municipalities. *Report*. Ahmedabad, 1964. 148 p.

Committee appointed : 26 : 10-1962. *Chairman* : Maldevji M. Odedra. *Terms of reference* : To study the present grants-in-aid and procedure for payment to municipalities and to suggest modification in the same with a view to enable municipalities to function more effectively, but also keeping in view the financial position of the State and the need for the municipalities to mobilize their own resources to the maximum extent.

771. GUJARAT. Grants-in-Aid Committee for Municipalities and Municipal Corporations. *Report*. Ahmedabad, 1972. 172 p.

Committee appointed : 25-7-1969. *Chairman* : Ghanshyambhai Oza ; succeeded by R. N. Rana. *Terms of reference* : To study the present grant-in-aid and procedure for payment to the Municipalities as well as the Municipal Corporations and to make recommendations suggesting modifications in the same with a view to enable the Municipalities and the Municipal Corporations to function more efficiently while keeping in view the financial position of the State and need for the Municipalities and the Municipal Corporations to mobilize their own resources to the maximum extent.

772. GUPTA, B. N. Municipal finance management : a system approach. *Nagarlok*, 5 : 4 (October-December 1973) 24-8.

A systems approach to financial management looks to the problems confronting the financial managers in their totality and efforts to resolve them in a rational way. The 'budget' is the pivot around which the whole financial management of a municipal government

clusters. The municipal budget should be an explicit prediction of its public policy, goals and actions during the budgetary year. The current budget process does not reflect a rational or dynamic examination of various units' goals and plans as a whole. Budgets are prepared on decentralised and fragmented basis and decisions affect only marginal adjustments. A systems approach requires : the statement of objectives in clear terms ; identification or examination of fundamental nature and objectives of current activities and see as to how far they match with the overall objectives ; comparison of results against objectives ; measurement of present and future cost of the activities ; relating budget allocation to long-range plans beyond one fiscal year ; identification and consideration of alternatives as means to achieve goals and objectives ; making budget review process systematic.

The municipal financial management is concerned with the process of revenue generation and expenditure management.

The process is discussed under three headings : (1) Sources of funds ; (2) Funds management ; and (3) Budgetary expenditure management.

This approach to municipal financial management calls for a sound data base and analytical ability to use them ; and also for a significant application of operations research and information technology in improving the financial planning and management process in the municipal government.

773. GUPTA, Sadhana. Local finance with special reference to U. P. D. *Phil. thesis, Allahabad University, 1957.*
774. GYAN CHAND. Local finance. Allahabad : Kitabistan, 1947. viii+334 p.

Kikabhai Premchand Readership Lecturers, University of Delhi ; 1944. Deals with the problems of local finance, which may develop in independent India.

775. HAYWOOD, Gordon. Some differences in accounting for local authorities and private enterprise. *Journal of the Kenya Institute of Administration* : 6 (July 1975). 28-32.

Identifies the areas of differences in accounting for local authorities and private enterprise and observes that the reasons for their existence is the basic difference in purpose of the two organizations.

776. HEPWORTH, N. P. *The finance of local government*. 3rd ed. London : Allen & Unwin, 1976. 304 p.

Bibliography, p. 286-8. The object of the book is partly to look critically at local government from a financial point of view and partly to provide a fairly detailed outline of the underlying principles and the practices encountered in local government financial administration.

777. HICKS, Ursula K. *Development from below : local government in developing countries of the Commonwealth*. Oxford : Clarendon Press, 1961. 549 p.

Studies the experiments undertaken in local government in colonial countries including India under British rule as stages leading to self-government. Divided in five parts: Local government and economic development; Background and beginnings; The transition to modern institutions; The local budget; and Finance and politics. Also includes a postscript on training.

778. HOFFMAN, Ronald F. A systematic approach to a practicable plan for state aid to local governments. *Public Finance*, 24 : 1 (1969) 1-28.

Deals with income redistribution aspects of state aid to local governments. The main purpose is to present a systematic way of looking at this part of the matter and to indicate how the approach can yield a usable plan for the distribution of state aid to local governments.

779. ITO, Hanya. Self-government, local finance, and democracy. *Public Finance*, 20 : 1-2 (1965) 118-33.

Attempts a theoretical analysis of the relationship among democracy, self-government, and financial autonomy in local bodies, from the angle of its financial, economic and sociological aspects.

780. INDIA. Central Council of Local Self-Government. *Augmentation of financial resources of urban local bodies : report of the Committee of Ministers*. New Delhi, 1963. (iv)+iv+566 p.

Committee appointed, 1962. Revived, 1963. Report submitted : November 1963. *Chairman* : Rafiq Zakaria. The Committee consisting the Ministers for Local Self-Government from : (i) Maharashtra, (ii) West Bengal, (iii) Punjab, (iv) Madras, and (v) Andhra Pradesh was appointed to "study the problem of augmentation of the financial resources of the urban local bodies in all its aspect".

781. INDIA. Commission of Inquiry into the Finances of the Municipal Corporation of Delhi and the New Delhi Municipal Committee. *Report*. New Delhi : Ministry of Home Affairs, 1968-71, 6 v.

Committee appointed : 29-3-1965. *Chairman* : B. Gopala Reddi ; succeeded by R. R. Morarka. *Terms of reference* : (a) Whether each of the aforesaid local authorities (Delhi Municipal Committee) has adequate financial resources at its disposal for the due discharge of its functions and the due performance of its duties ; (b) If the financial resources are inadequate, whether the inadequacy should be made up ; (i) by increased grants-in-aid from the Central Government, or (ii) by placing further resources at the disposal of the local authority concerned ; (c) Whether the available financial resources are being utilised fully by the local authority concerned for its purposes, and if not what steps should be taken to secure fuller utilisation of such resources ; (d) Whether there are possibilities for effecting economies and for augmenting revenues ; if so, what are those possibilities ; (e) Whether the local

authority concerned is adequately equipped to enforce budgetary and financial control and to exercise effective checks to avoid wastage of municipal funds and if not, what machinery should be provided therefor.

782. INDIA. Local Finance Enquiry Committee. *Report*. New Delhi, 1951. vi+502+cxv p.

Committee appointed : 2-4-1949. Report submitted : 23-12-1950. *Chairman* : R. K. Wattal. *Terms of reference* : To enquire into the question of the finances of local bodies and to make recommendations for the improvement of local finance and for that purpose : (1) to examine whether the existing resources are adequate for the performance of the functions assigned to the local bodies and to consider whether and, if so, what further sources of revenue should be provided ; (2) to examine the methods of Government assistance to local bodies ; (3) to examine the existing machinery and methods of : (i) assessments. and (ii) collection of taxes.

783. JAGGI, A. P. A study of local finance in Madhya Pradesh. *Ph. D. thesis, Jabalpur University, 1967*.

Published in various issues of *Quarterly Journal of the Local Self-Government Institute* from April-June 1969 to January-March 1976.

784. JAIN, Mahavir Kumar. A study of the finances of municipal corporations in Madhya Pradesh. *Ph. D. thesis, Vikram University, 1972*.

785. JOSHI, M. D. Local finance : the Kanpur Municipal Corporation. In P. B. Desai (ed.) *Regional perspective of industrial and urban growth : the case of Kanpur—Papers and proceedings of the International Seminar on Urban and Industrial Growth of Kanpur Region, January 29 to February 4, 1967*. Bombay : Macmillan, 1969, p. 280-300.

Financial resources of the Kanpur Municipal Corporation from the year 1960-61 to 1964-65 are studied.

786. KAPOOR, R. M. Finances of Calcutta Corporation : problems and prospects. *Nagarlok*, 9 : 1 (January-March 1977) 53-74.

The bulk of the civic revenues of Calcutta Corporation comes from property taxes. The areas identified for in-depth investigations into the shortcomings of present system of property taxes are : (1) the present use of 'annual rateable valuations' as the basis for levy of property taxes ; (2) the current slab system and its built-in deficiencies ; (3) the current low scales of tax demand in Calcutta vis-a-vis other metropolitan cities ; (4) the contributions to civic finances by the assesses covered by the 'economic activity institutions'—such as commercial offices, markets and bazars and industrial units ; (5) the obsolescences of Calcutta's properties, and influence of multi-storeyed building on property taxes ; and (6) the inadequate returns from municipal properties. Each of these problems is analysed and suggestions are offered to tackle it.

787. KARNATAKA. Municipal Finance Enquiry Committee. *Report*, Bangalore, 1975. 681 p.

Committee appointed 5-4-1973. *Chairman* : M. Mallikarjun Kharge. *Terms of reference* : (i) To examine generally the financial position of each Municipality including Corporation ; (ii) To examine whether the Municipality/Corporation has made maximum efforts to raise resources both by way of taxation (including collection of arrears) and other sources ; (iii) To review the position regarding indebtedness of the urban Local Bodies and the extent to which arrears have accumulated and the measures necessary to settle these arrears and enable the local bodies to pay dues to Government promptly and regularly, (iv) To make suggestions to improve the resources of Municipality and Corporation ; (v) To review the present system of grant-in-aid and indicate changes that are necessary, keeping in view the recommendation of Bhoothalingam Committee,

788. KATIHA, N. K. *The administrative and financial control of municipalities and district boards in the United Provinces.* Bombay : All India Institute of Local-Self Government, 1954 (xii)+124+(v) p.

Ph. D. thesis, Manchester University, 1950-1. Administrative control of local government has two distinct but interdependent aspects, viz., the machinery and the technique of control. This study examines these aspects in relation to the general structure of municipalities and district boards to discover the chief defects and to suggest suitable remedies, indicating the course for future reform.

789. KERALA. Municipal Finance Commission, 1976. *Report.* Ernakulam, 1977.

(Chairman : N. Gopala Krishnan Nair).

790. KERALA. Municipal Grants Enquiry Committee. *Report.* Trivandrum, 1965. 61 p.

Committee appointed : 18-3-1963. Report submitted : 16-2-1964. *Chairman* : Director of Municipalities, P. D. Kuruvilla. *Terms of reference* ; Section 136 of the Kerala Municipalities Act, 1960 provides that Government may contribute to the funds of any Municipality by way of a grant such sum as may be fixed by the Government with due regard to the needs of development and the cost of Municipal administration and services. The general principles to be adopted for the payment of annual grants to Municipalities have to be evolved. For this purpose it is considered in detail by an official Committee. Accordingly Government constitute a Committee . . . to probe into the question and submit a detailed report.

791. KRISHNASWAMY, J. Local finance in Madras State. *Ph. D. thesis, Bombay University, 1955.*

792. KRISHNASWAMY, J. *Studies in local finance and taxation with special reference to Madras State.* Bombay :

All India Institute of Local Self-Government, 1958.
xx+249+xxv p.

After making a detailed study of the finances of the Corporation of Madras, describes the position in other municipalities and district boards. Points out the sources of revenue of each of them and the items of expenditure for which they are responsible. Also discusses the fiscal relationship of the local bodies *vis-a-vis* the State and the Union Government. Bibl. p. xxii-xxv at end.

793. LEAVENS, John M. Measuring budget performance : concepts. *Municipal Finance*, 33 : 1 (August 1960) 64-7.

Discusses measures of performance as part of the budgeting process, and of the possibility of developing feasible measurement standards.

794. MADHAB, Jayanta. *Report on mobilisation of financial resources for regional development with special reference to metropolitan and urban areas*. New Delhi : 1969. 86 p. (Mimeo).

A Planning Commission assignment. With particular reference to the Calcutta Metropolitan area, but generally also to other analogous areas in the country, studies the following topics on the basis of readily available information : The fiscal and other measures necessary and possible for providing financial resources for regional development and in particular metropolitan urban development ; Legislation to control urban land values and prohibit speculation on urban land ; Mopping up of any increase in land values, existing legal measures for this purpose and suggestions for new measures ; Effective taxation of urban properties ; Enhancement of taxation whenever land-use is changed and results in increase in property value ; Taxation on vacant lands, and different measures for mobilising resources for urban development.

795. MADHAB, Jayanta. Resources for urban development.

Indian Journal of Public Administration, 14 : 3 (July-September 1968) 682-90.

In view of the rapid urbanization and scarce available resources of the country, the problem of mobilization and allocation of resources between the other developmental heads and urban development is discussed.

796. MADHUSKAR, A. B. Financing urban development programmes. *Quarterly Journal of the Local Self-Government Institute*, 49 : 4 (April-June 1978) 343-7.

Financing urban development programme defies easy solution, particularly in a country like India where the resources at the disposal of the local body and the state government are extremely limited and the financial position of the local bodies is far from satisfactory. Dr. Madhuskar classifies the development schemes and discusses the methods suitable for financing such schemes. He suggests creation of a common fund by pooling all the resources, external as well as internal, and financing of the schemes from the said common fund which will give scope for flexibility to the local authority.

797. MAHARASHTRA. Municipal Finance Commission. *Report*, Bombay : 1974, ii+73 p.

Commission appointed : 12-2-1973. *Chairman* : B. P. Patel. *Terms of reference* : (a) What are the financial resources available to the 5 municipal corporations and 222 municipal councils in Maharashtra State ; (b) Whether the above resources are being fully exploited by the urban local bodies ; (c) Whether their resources are adequate or fall short of their financial requirements for maintaining the minimum standards of services to the residents of their areas as well as for urban development schemes ; (d) To recommend measures for bringing the gap, if any, between their requirements and their resources.

798. MAJUMDAR, N. M. Financial resources of the municipalities, *Journal of the National Academy of*

Administration, 16 : 2 (April-June 1971) 75-80.

799. MARSHALL, A. H. *Financial management in local government*. London : Allen & Unwin, 1974. 383 p.

Examines finance's contribution to management and shows how financial work is arranged in local government.

800. MEHENDALE, P. G. *Finances of local government in Maharashtra*. *Ph. D. thesis, Bombay University*, 1973.

801. MINOCHA, A. C. *Finances of urban local bodies in Madhya Pradesh : a case study of Bhopal, Mahakoshal and Vindhya Pradesh region*. Bombay : All India Institute of Local Self-Government, 1965. 226 p.

Ph. D. thesis, Vikram University, 1961.

802. MISHRA, Bhagwati Sharan. *Municipal finance and taxation*. *Ph. D. thesis, Bihar University*, 1972.

803. MISHRA, M. L. *Local finance in developing economies*. *Quarterly Journal of the Local Self-Government Institute*, 38 : 1-2 (July-September—October-December 1967) 115-25.

Studies the various problems and recent trends affecting the local finance in developing countries.

804. MISHRA, Mohanlal H. *Municipal finance in Uttar Pradesh (1920-1960)*. *Ph. D. thesis, Lucknow University*, 1964.

805. MISRA, A. B. and A. P. Misra. *An approach to rural and municipal economics*, Agra : Gaya Prashad, n.d., viii+261 p.

A study of rural municipal economics in form of questions and answers for post-graduate students. The last chapter p. 239-61 deals with municipal economics.

806. MUKHERJEE, Girijapati. Existing sources of revenue for local authorities, by Girijapati Mukharji. *Local Government*, 6 : 11 (November 1975) 5-12.

Reproduced from report of the Regional Seminar on Local Government Finance held at Kuala Lumpur and Penang, Malaysia, organised by the United Nations Economic and Social Commission for Asia and the Pacific and the International Union of local Authorities.

807. MURTI, V. S. Financial administration in urban local bodies In S. K. Sharma and V. N. Chawla (eds.), *Municipal administration in India : some reflections*. Jullunder, International, 1975. p. 213-228.

808. NAIDU, Y. Ramaswamy. *Local finances in Andhra Pradesh*. Tirupati : Bhargavi Publications, 1974. xviii+508 p.

A detailed study of 21 selected local bodies including 8 panchayats, 2 samitis, 3 parishads, 6 municipalities and 1 municipal corporation. The period covered is 1952-62.

809. NAIK, K. K. Municipal finance in Bombay State. *Ph. D. thesis, Karnatak University, 1966*.

810. NARAYANA RAO, P. S. Economic function of finance of the Bangalore Municipal Corporation. *Ph. D. thesis, Bangalore University, 1968*.

811. ORISSA Municipal Finance Commission. *Report*, Bhubaneshwar : Urban Development Department, 1975. 2 v.

Commission appointed : 6-12-1974. *Chairman* : P. K. Chakravarti. *Terms of reference* : (a) To review the resources available to the Urban Local Bodies, the pattern of expenditure envisaged during the Fifth Five-Year Plan; (b) To examine whether resources of the Urban Local Bodies are adequate to maintain the minimum standard of service to the residents *vis-a-vis*

the need for such service and how the developmental work to improve the amenities can be taken up, particularly during the period of the Fifth Five-Year Plan ; (c) To recommend measures for bridging the gap between the financial requirement of the Urban Local Bodies and their resources ; (d) To assess the machinery available for assessment and collection of taxes, plug loopholes in the system and suggest improvement with specific norm ; (e) To examine the system and pattern of grants-in-aid to the Urban Local Bodies and recommend norms to be followed by State Government for the same and if possible the quantum to be fixed for each Urban Local Body during the Fifth Five-Year Plan ; (f) To consider and recommend non-tax revenue sources including remunerative schemes ; (g) To suggest ways and means for raising loans from financial institutions such as Banks, L. I. C., HUDCO, etc. ; (h) To consider modes of taxation for water supply and lighting so as to enable the Urban Local Bodies to meet the cost of maintenance and repayment of loan ; (i) To examine and suggest relationship of Urban Local Bodies with other Local Bodies within their areas such as Improvement Trust and Special Planning Authorities, etc. ; (j) To consider the need for the setting up an Apex Organisation for all Urban Local Bodies with powers to borrow on their behalf and to lend to them for various purposes ; (k) To recommend a draft Bill to implement the recommendations of the Commission.

By a subsequent Resolution of 2nd December 1974 following terms were added : (a) A rational staffing pattern for different bodies ; (b) Appropriate scales of pay and other allowances for different categories of employees appointed by such bodies ; and (c) The basis on which the expenditure on salaries and allowances of such employees should be shared by the State Government and the Urban Local Bodies.

Aurangabad : Marathwada University, 1968. viii+402+6 p. +6 fold tables.

Ph. D. thesis, Marathwada University, 1964. Reviews the taxation and finance of all the city as well as town municipalities in the Marathwada region of Maharashtra state. The period covered is from the year 1931-32 to 1962-63. In all thirteen city municipalities and forty-three town committees are surveyed.

813. PANDYA, R. I. and K. S. BAHULEYAN. *Role of borrowing in the finances of municipalities in Gujarat State*. Bombay : All India Institute of Local Self-Government, Regional Centre for Research & Training in Municipal Administration, 1976. 100 leaves.
814. PARTAP SINGH. Bridging the gap between municipal obligations and resources : a study of Haryana. *Indian Journal of Political Science*, 35 : 2 (April-June 1974) 157-71.

An analysis of gap between obligations and resources of the municipalities in Haryana. Points out that there is a need of an additional amount of about 8,935 thousand rupees for providing a reasonable level of services. To fill this gap the municipalities should effectively exploit the allocated resources and raise optimum non-tax revenues. Secondly, the State Government must provide adequate sources of revenue through allocation and sharing of taxes. Thereafter the gap which remains should be met by a well-defined system of grants-in-aid to be administered by a Municipal Finance Corporation.

815. PARTAP SINGH. Income pattern of Punjab municipalities. *Quarterly Journal of the Local Self-Government Institute*, 43 : 1-2 (July-December 1972) 17-29.

The structure of municipal finance in Punjab is not broad-based. In the absence of any significant contribution by non-tax sources the municipalities are dependent for their finances upon tax sources. Among

the tax sources octroi is the most important one as it alone contributes, on an average, about 67.76 per cent of the total tax revenue thus linking the entire strength and stability of the tax revenue as a whole to the fluctuations in the contribution by this single source of tax revenue. Other taxes, though found in the fiscal armoury of the municipalities, do not make any significant contribution to tax revenue. This is mainly because of reluctance of the municipal committees to impose or increase local taxes, whose incidence falls straightaway on the electorate for fear of incurring popular odium.

816. PARTAP SINGH. *Municipal finance in India. Local Finance*, 3 : 4 (August 1974) 32-3.

The main sources of income to municipal bodies are : (a) Tax revenues ; (b) Non-tax revenues : and (c) Grants-in-aid. To play a useful role in the changed environment, the municipalities should raise enough funds to meet their requirements. There should be two-fold effort. The state governments must provide adequate sources through allocation and sharing of taxes. Secondly the municipalities should effectively exploit the allocated resources and raise optimum non-tax revenues. The gap of any should be met by a well-defined system of grants-in-aid.

817. PARTAP SINGH. *Municipal finance in Punjab. Nagarlok*, 5 : 2 (April-June 1973) 16-20.

Examines the causes of poor contribution by the non-tax revenue to the municipal finances and to explore the ways and means of increasing the share and importance of municipal revenue.

818. PARTAP SINGH. *Municipal financial administration in Haryana. Quarterly Journal of the Local Self-Government Institute*, 45 : 2 (October-December 1974) 359-68.

Financial administration in Haryana calls for drastic changes both in its structure and functions so as to make

it more efficient and productive. In the present system the mode and methods of budget making are far from satisfactory. Municipal committees are not yet free in their budget preparation and management. The powers requiring the municipal committees to submit to the state government departments budget extracts relating to medical, public health and education services and the budget estimates relating to these services modified by the sanitary authority are not conducive to the growth of responsible, self-governing institutions like the municipalities. The executive, non-elective authority does not carefully scrutinise the budgets. There are numerous instances where the sanction was accorded almost at the expiry of the financial year. Municipal audit is also not without defects. To make audit more meaningful the system of pre-audit should be introduced at least in those municipal committees having an income over Rs. 1 lakh.

819. PARTAP SINGH. A study of sources of non-tax revenue of municipalities in Haryana. *Quarterly Journal of the Local Self-Government Institute*, 42 : 3 (January-March 1972). 203-14.

An important feature of all the municipalities in Haryana is that tax-sources play a major role in providing their finances while the role of the non-tax sources is relatively insignificant. In the sphere of non-tax sources municipal property makes the largest contribution to the total revenue. Thus there is a lack of proper balance in the tax and non-tax revenues. It is the plea of the author that all encouragement should be given to the municipalities to develop and expand the sources of non-tax revenues not only by exploiting of the full traditional sources such as licence fees, market charges, etc., but by undertaking public utilities services, theatre houses, distribution of gas and milk supply.

820. PEDNEKAR, R. S. Performance budget for Bombay Municipal Corporation. *Bombay Civic Journal*, 22 : 11 (January 1976) 13-14+.

821. RAICHAUDHURY, J. Framing of budget of municipal bodies in West Bengal. *Calcutta Municipal Gazette*, 97 : 1 (24 February 1979) 726-9.

Procedure for budget preparation as envisaged under the Calcutta Municipal Act, 1951, the Bengal Municipal Act, 1932, Chandernagore Corporation Act, 1955, and the Howrah Municipal Act, 1966 (the four municipal acts in force in West Bengal) is discussed.

822. RAICHAUDHURY, J. Municipal accounting and audit. *Nagarlok*, 3 : 4 (October-December 1971) 59-64.

The keeping of accounts in local bodies is more important and far-reaching because they are responsible for the performance of many civic duties. It is suggested that accounts of municipal bodies must be audited properly by audit firms which will enable the municipal authorities to perform their duties to the best interest of the citizens with the limited resources at their command.

823. RAIPURIA, K. M. Canons for municipal finances in a less developed economy. *Quarterly Journal of the Local Self-Government Institute*, 37 : 4 (April-June 1967) 375-81.

The canons enumerated by the author are : canon of basic needs ; canon of adaptability ; canon of desirable treatment of tax payers ; canon of active social capilarity ; canon of safeguard of citizen's convenience ; canon of economy ; canon of encouraging trade and commerce ; canon of reasonable stability ; and canon of income elasticity and buoyancy.

824. RAIPURIA, K. M. Municipal finance. *Economic Times*, (4 November 1969) 5 ; (5 November 1969) 7.

825. RAIPURIA, K. M. Municipal financial administration : a case study of Rajasthan. *Nagarlok*, 2 : 3 (July-September 1970) 16-21.

The author opines that efficiency and economy in the administration largely depends on the system of financial administration. It is unfortunate that in local bodies even accounts are not properly maintained. Budgeting, accounting and auditing can go a long way in improving the economy and efficiency of municipal financial administration.

826. RAJADHYAKSHA, N. D. and K. S. BAHULEYAN. *Management of municipal fund and cash-flow : an analytical study of selected municipal governments in Maharashtra State*. Bombay : All India Institute of Local Self-Government, Regional Centre for Research & Training in Municipal Administration, 1976. 96 leaves.

827. RAJU, V. K. A. R. Municipal accounting : a framework for measuring and evaluating performance of managers. *Nagarlok*, 7 : 1 (January-March 1975) 15-21.

City governments are in charge of providing various goods and services and so can be treated as business organisations. In the wake of socio-economic developments, since the attainment of Independence, the management of city governments has assumed new dimensions. The present accounting system, built into the conventional budgetary system does not fulfil the planning and control requirements of the management. It also entails duplication of work and a great deal of clerical effort is unnecessarily wasted. It is suggested that the city governments in India should adopt commercial accounting system. Coding of accounts will be beneficial. Depending on the level of the manager who is entrusted with a particular job a responsibility coding structure should be formed. Complete rapport between deliberative and executive bodies is necessary for efficient administration of the city governments. Full benefits of performance

budgeting can be reaped only when a streamlined accounting system together with a responsibility accounting concept is introduced.

828. RAMAN RAO, A. Venkata. Local administration and local finance in India. In B. B. Majumdar (ed.) *Problems of public administration in India*. Patna : Pustak Mahal, n d., 227-38.

A brief review of financial resources of local bodies both urban and rural.

829. RAMAKRISHNA AIYER, V. G. Shortage of finance hampers working of local bodies. *Capital* (23 December 1975—Supplement) 145-8.

Local bodies are facing a shortage of resources. It is necessary to explore fresh resources of revenues and prevent unproductive expenditure.

830. RAMA RAO, S. Examination of state compensation to Andhra Pradesh municipalities, *Artha Vijnana*, 18 : 1 (March 1976) 88-95.

The purpose of this paper is to spotlight on the issue of the Andhra Pradesh State Government's compensation to its municipalities in lieu of the taxes on motor vehicles. The first section describes the constituent parts of the compensation, the second section is devoted to analyse the basis of compensation and examines the stationary compensation in terms of increasing revenue for the state from the motor vehicles tax and pleads for a rise in the compensation. Finally, the third section summarizes the whole issue.

831. RAMA RAO, S. Financing municipalities in Andhra Pradesh, with particular reference to some selected municipalities. *Ph. D. thesis, Andhra University, 1974*.

832. RAMA RAO, S. and M. Nageswara Rao. Inter-municipal expenditure variations : an econometric analysis. *Indian Journal of Economics*, 57 : 3 (January 1977) 341-68.

Examines and evaluates the factors influencing the inter-municipal expenditure variations in Karnataka State. Section one is devoted for the analysis of the earlier studies, selection of the variables, samples and sources of data. In the second section, the results of the study are presented; and in the third section conclusions are drawn.

833. RAMA RAO, S. Issues in local finances. *Economic Studies*, 14 : 2 (August 1973) 147-53.
834. RAMA RAO, S. Loan raising power to the municipalities, by Sakshi Rama Rao. *Panchayat Aur Insan*, 5 : 9 (January 1974) 19-20.
835. RAMA RAO, S. Municipal revenues in Andhra Pradesh. *Nagarlok*, 6 : 2 (April-June 1974) 13-34.

The paper discusses, with reference to Andhra Pradesh, the autonomous tax sources of municipalities including property tax, profession tax, tax on carts, carriages and animals and advertisement tax. It needs sufficient interest and zeal in tapping the available sources of revenue. Large bulk of revenue is sacrificed for want of better administration.

The author puts forward suggestions regarding revenue assignments, grants in aid and capital planning and contends that, if pursued properly they may help the municipalities to get out of the current financial problems.

836. RAMA RAO, S. and M. Nageswara Rao. Some aspects of population and expenditures on urban public services. *Nagarlok*, 10 : 1 (January-March 1978) 37-50.

The article is divided in three sections. The first section deals with the trends in urban population growth and its impact on the local bodies' status. The second section analyses the growth of finances and the supply of urban public goods in relation to the population growth. The third section examines problem empirically. And the last section presents the policy conclusions.

837. RAMASWAMY NAIDU, Y. Local finances in Andhra Pradesh. *Ph. D. thesis, Venkateswara University, 1970.*
838. RASTOGI, K. M. Evolution of municipal finance in Madhya Bharat and Bhopal regions of Madhya Pradesh. *Ph. D. thesis, Vikram University, 1967.*
839. RASTOGI, K. M. *Local finance : its theory and working in India.* Gwalior : Kailash Pustak Sadan, 1967. xii+230+vi p.

Aims to furnish an outline of the principles and the practices of local finance in India covering panchayati raj institutions, municipalities and the municipal corporations. Bibliography p. 1-vi at end.

840. RATHEE, C. R. Municipal finance in Haryana. *Financial Express*, (15 December 1967) 4.
841. RATHEE, C. R. State of municipal finance in Haryana. *Civic Affairs*, 14 : 11 (June 1967) 9-11.
842. REDDY, K. N. Local finances in Gujarat State. *Artha Vikas*, 12 : 1 (January-June 1976) 157-9.
843. ROCCA, Lawrence E. The independent auditor and the municipality. *Municipal Finance*, 34 : 2 (November 1961) 65-70.

Drawing upon his experience, the author delineates some of the problems encountered in making an audit as they arise from relations with his client, the purpose of the audit, and from established accounting principles and procedures.

844. SAHANI, Jiwat Govindram. The system of financial administration in India with reference to urban government. *Ph. D. thesis, Agra University, 1965.*
845. SAHOTA, Gian Singh. *A manual of capital budgeting: the technique of budgetary planning of capital improvements*

(with special reference to municipal areas). New Delhi : 1959. xii+241 p. (Mimeo.)

A study prepared for the Ford Foundation Consultants Team, and the Town Planning Organization, Ministry of Health.

846. SALYZYM, Vladimir. Solving local intergovernmental fiscal problems. *Governmental Finance*, 4 : 2 (May 1975) 5-10.

847. SARMA, Atul, K. M. Parekh and L. Tombi Singh. Determinants of urban local expenditures : an exploration in the Gujarat context. *Anvesak*. 4 : 2 (December 1974) 171-7.

A paper presented at the Gujarat Economic Conference held at Ahmedabad during November 9-10, 1974.

848. SARMA, Atul and M. Govinda Rao. Structural differences in municipal finances : a cross-section analysis of Gujarat. *Artha Vikas*, 12 : 1 (January-June 1976) 79-89.

849. SASTRY, S. M. Y. *Local finance (with special reference to urban local bodies in Maharashtra)* Bombay : All-India Institute of Local Self-Government, 1974. (iv)+75 p.

Confined to the sphere of raising financial resources available to the urban local bodies—municipalities and municipal corporations in the state of Maharashtra.

850. SETH, Prafulla Kumar. Municipal finance in M.P. *Ph. D. thesis, Saugar University, 1961.*
851. SHARMA, G. D. Budget format for municipal government. *Quarterly Journal of the Local Self-Government Institute*, 44 : 1 (July-September 1973) 63-71.

Suggests an improved and better model of the budget format. The model currently used by most of the municipal bodies in the country is found to contain

some inherent defects which tend to give ambiguous and misleading picture of municipal finances.

852. SHARMA, G.D. *Financing urban government*. Bombay : Himalaya Publishing House, 1978. viii+111 p.

Bibliography, p. 102-11. The study aims at: (i) to study the patterns of revenue expenditure by services as well as aggregately and changes in them over time by the size of the cities; (ii) to examine the levels of per capita revenue expenditure by services as well as aggregately and change in them over time by the size of cities; and (iii) to explore the determinants of per capita expenditure by the size of cities.

853. SHARMA, K. S. Borrowings of local authorities in India and the capital market. *AICC Economic Review*, 20 : 1 (15 July 1968) 38-30.

Studies the trends in borrowings and maturity pattern of debt of local authorities and their dependence on capital market for obtaining such finance. To what extent the conditions prevailing in the capital market affect and are affected by such borrowings is also examined.

854. SHARMA, M. P. *Local Self-government and finance in Uttar Pradesh*, 2nd ed. Allahabad : Kitab Mahal, 1954. 224 p.

Grown out of the author's lectures to the Local Self-Government Diploma class of the Allahabad University. Deals briefly with the history, and the present constitution, functions, and finance of municipalities, district boards, notified and town areas and village panchayats.

855. SHARMA, Ratan Lal. Kaval municipal corporations : victims of State apathy. *Civic Affairs* 19 : 7 (February 1972) 11-14.

The article points out the negligence on the part of the U.P. Government with regard to the finances of the 5 municipal corporations in the State.

856. SHETH, P. V. *Notes on municipal finance, accounts and audit*. Bombay : All-India Institute of Local Self-Government, 1946. 71 p.

857. SINGH, Kamal Deo Narain. Financing municipal services : a study of grants-in-aid to municipalities in Bihar. *Quarterly Journal of the Local Self-Government Institute*, 46 : 3 (January-March 1976) 628-39.

Examines the pattern of grants-in-aid to the municipalities in the state and to find out as to why they have failed to utilize the grants-in-aid extended by the state government, particularly when their finances are in woefully bad shape. The author compares in his study the pattern of grants-in-aid to those prevailing in municipalities in different states of the country. The conclusions that emerge from the study are lack of planned utilisation of grants, large accumulation of unspent balances, and diversion of grants meant for specific purposes to general purposes.

858. SINGH, R. A. and Govind Prasad. A statement of the principles of municipal finance. *Quarterly Journal of the Local Self-Government Institute*, 39 : 2-3 (October-December 1968—January-March 1969) 137-55.

Brings out a theory of municipal finance with a thorough examination of the principles of public finance, their application against the background of a federal set-up and of the issues involved in and arising out of the special characteristics of municipal bodies under a federal structure.

859. SINGH, S. R. Fiscal decentralization. *Nagarlok*, 10 : 2 (April-June 1978) 114-21.

The financial decentralization in the municipalities and corporations varies with reference to the size of the local body and the period of its constitution. After discussing pros and cons of devolution of financial powers in municipal administration, the author is of the opinion that whatever be the constitution of the decentralized

units and however well defined safeguards may be provided, the proper financial management can be ensured only by a properly equipped executive and the conscientious deliberative wing working in close cooperation with each other.

860. SINGHAL, Mohan. Municipal finance and economic planning. *Eastern Economist*, (25 September 1970) 540-7.

In order to stabilise the basis of democracy, it is necessary that the finances of the municipal bodies be placed at an even keel. In order to achieve that it is important that their resource potentials should be fully utilised and the flow of resources from the state government to the municipal bodies be related to the implementation of a five year plan at the municipal level.

861. SMITH, Roger S. Financing cities in developing countries. *Development Digest*, 14 : 2 (April 1976) 3-19.

Surveys finances of a large sample of cities in developing countries, including for comparison three industrial countries, and presents the distribution of their expenditures by function and the revenues derived from different types of taxes and other sources. Also discusses a number of general policy issues and suggests directions for finding revenue sources.

862. SREERAM, K. Municipal budget *Bombay Civic Journal*, 18 : 11 (January 1972) 9-11.

863. SRINIVASAN, K. V. Revenue management and administration in the district municipalities of Andhra Pradesh. *Ph. D. thesis, Osmania University*, 1974.

864. SRIVASTAVA, D. K. A note on inter-state comparisons regarding some economic and financial features of urban local bodies of Uttar Pradesh. *Quarterly Journal of the Local Self-Government Institute*, 40 : 3 (January-March 1970) 207-12.

The economic and financial features of the urban bodies in the state of U.P. are discussed under the following heads : Population; Income and expenditure; Break-up of income ; Break-up of tax revenue ; Break-up of expenditure; Tax demand and collection; Per capita tax income; and per capita expenditure.

865. SRIVASTAVA, Jagdish Pratap Singh. Local finance in urban areas of U.P. with special reference to KAVAL towns. *Ph. D. thesis, Agra University, 1960*.
866. SRIVASTAVA, Shri Kant. Local finances of U.P. since independence. *D. Phil. thesis, Allahabad University, 1969*.
867. SUBRAHMANYAM, Komepllasiva. Central loan agency for local authorities. *Eastern Economist*, (22 November 1974) 926-8.

In view of their limited credit worthiness, local authorities, cannot raise loans from the open market. A special agency for the purpose is necessary. Such agencies exist in countries like Kenya, Guatemala, Belgium, the Netherlands and Israel. In India, no single central agency has been set up by any state government. The Local Finance Enquiry Committee (1951) favoured the idea for a single municipal bank for each state, and the Study Team on Panchayati Raj Finances (1963) recommended a Panchayati Raj Finance Corporation but no state government has acted upon the idea so far. The need for the establishment of a loan agency must be recognised and given due consideration.

868. SUBRAHMANYAM, Kompellasisiva. Local borrowings in India. *Mainstream*, 13 : 49 (9 August 1975) 15-18.

In view of the varied limitations, local debt in India did not assume greater dimensions and loan finance played a remarkably minor role in local finance throughout the history of Indian local government.

869. SUBRAHMANYAM, V. V. Economic aspects of city

and local finance systems. *Economic Times*, (10 August 1977) 5+

Analyses the city and local finance systems in some of the developing countries. The cities considered are Dar-es-Salam and Nairobi of Africa ; Bogota, Rio-de-Janerio, Sau Paulo and Venezuela of Latin America ; and Ahmedabad, Bombay, Madras, Hyderabad, Colombo, Jakarta, Manila, Bangkok, Saigon, Seoul and Singapore of Asia.

870. THACKER, N. H. Municipal finance and urban development. *Civic Affairs*, 20 : 8 (March 1973) 15-20.

Tax revenues and non-tax revenues like grants-in-aid, rents from municipal properties, revenues from municipal utilities and undertakings, licence fees and fines are the sources of municipal finances, which are insufficient to meet the demand of present day urban development. To find new avenues is necessary. The author suggests to establish Urban Development Boards to implement development plans with finance assistance from State or Central governments. The financial avenues suggested are : Increase in revenue from rent of municipal properties ; Giving loan against mortgage of properties ; Income out of incremental contribution ; Increase in the development charges ; Introduction of firetax, profession tax etc. ; Project taxation ; Revenue from investments ; Inter-municipal borrowing ; and Public borrowing.

871. THAVARAJ, M. J. K. Towards performance budgeting in municipal administration. In S. K. Sharma and V. N. Chawla (eds.) *Municipal administration in India : some reflections*. Jullunder, International 1975, 203-12.

872. TJERSLAND, Tony. Financial management : the small city approach. *Government Finance*, 3 : 1 (February 1974) 6-7.

Tony Tjersland, former city manager of Snohomish, Washington, describes the financial management

system developed in the city, utilizing modern methods of accounting and budgeting as well as keeping operating expenditures at a low cost.

873. TRAVANCORE COCHIN. Department of Finance. *Report of the investigation into the finances of local bodies in the Travancore-Cochin State.* Ernakulam, 1954. ii + 84 p.

Report of a Special Officer appointed on 15th July 1952. Report submitted : November 1952. The investigation confined to the Travancore City Corporation and the Municipalities in the state and covered the following points : 1. To what extent the resources of Local bodies are tapped by them; 2. Whether the taxes and fees now levied are reasonable and adequate having regard to the obligations to be discharged, and to the amenities provided, by the Local bodies ; 3. Whether the assessments of taxes and fees are made properly and in accordance with the provisions in the statutes, and whether the taxes and fees are collected and credited promptly and regularly; 4. The position of arrears and the adequacy or otherwise of the action taken for their recovery; 5. Whether the payments made from the funds are proper and necessary and whether there is waste; and whether there is scope for retrenchment of expenditure; 6. The liabilities of the Local Bodies and their capacity to discharge them with due regard to their assets; 7. Whether the loans already granted by Government can be considered as fully secured in their present financial position and could be discharged by the Local Bodies within the time stipulated. If not what further time should be granted for the purpose; 8. What the future policy of Government should be in regard to the payment of loans and grants to the Local Bodies; 9. What steps should be taken to improve the finances of the Local Bodies so that they may carry on without financial aid from government.

874. TRIPATHY, R. N. *Local finance in a developing economy*. New Delhi : Planning Commission, 1967. xl+496 p.

Sponsored by the Research Programme Committee, Planning Commission, Government of India. Analyses the fiscal problems of five selected municipal bodies and four improvement trusts in the state of Bihar. The five municipal bodies which are dealt with in part I are: Bhagalpur Municipality, Gaya Municipality, Muzzaffarpur Municipality, Ranchi Municipality, and Patna Municipal Corporation. The improvement trusts which forms the subject matter of part II are Gaya, Muzaffarpur, Patna and Ranchi.

875. UMAPATHY, N. On improving financial administration at municipal level. *Quarterly Journal of the Local Self-Government Institute*, 42 : 2 (October-December 1971) 96-109.

The existing financial administration at the municipal level is far from satisfactory. There is a need and scope for improving it as the future of local autonomy is largely dependent upon the efficiency and economy with which municipalities carry on their financial administration. The major steps suggested here for the improvement of financial administration are the introduction of performance budgeting, constitution of a statutory municipal Audit Bureau under a high officer, and reorienting the tax administration, especially the collection of property tax. Though these steps are not without shortcomings, these can be overcome by appropriate methods.

876. VENKATA RAM, S. Some of the sources of municipal revenue. *Quarterly Journal of the Local Self-Government Institute*, 33 : 2 (October-December 1962) 104-8.

In this paper, the author, then councillor, Corporation of the City of Bangalore, discusses various sources of municipal revenue such as taxation, loans and grants.

877. VENKATARAMAN, K. Local finance in developing countries. *Journal of Local Administration Overseas*, 4 : 3 (July 1965) 194-201.

Examines the following questions : Is it too early to take up the problems of local finance in developing countries ? Is local finance in developing countries different from local finance in developed countries, and if so, in what ways ?

878. VENKATARAMAN, K. *Local finance in perspective*. Bombay : Asia Publishing House, 1965. viii+63 p.

The study spotlights the central problem of local finance. The bane of local finance, the author feels, is the ad hoc and piecemeal action taken by politicians and administrators. The need for matching functions and finances and the problem of local resources, grants and administration are discussed with an agreeable blend of theory and practice.

879. VERMA, D P. All India Municipal Finance Commission. *Young Indian* (8 November 1973) 13-16.

880. VERMA, M. S. Financial administration of class I municipal boards in Uttar Pradesh, 1963-64 to 1967-68. *Ph. D. thesis, Lucknow University, 1971*.

881. VISWANATHAN, S. S. Performance budgeting in local bodies. *Nagarlok*, 3 : 4 (October-December 1971) 53-8.

Deals with two special features of the budgets of local bodies. First, there is not much of uniformity in the format of budget and heads of account. Secondly account heads are not ideal. The author opines that adoption of performance budget technique will enable executives and councillors in the implementation and control of various activities and schemes.

882. WEST BENGAL. Town and Country Planning Department. Calcutta Metropolitan Planning Organisation.

Economic Planning Stream. *Financial position of the local bodies in Calcutta Metropolitan District and the estimated resources gap, 1976-77 through 1980-81 : a background paper.* Calcutta: n.p., n.d. v.p. (Mimeo.)

Contents : Introduction ; Brief description of the local bodies in CMD ; Finances of local bodies in CMD ; Estimation of resource gap for the Calcutta corporation ; Estimation of resource gap for municipalities in CMD ; Measures adopted by the Government of West Bengal for augmenting the resources of local bodies in CMD.

TAXATION

883. AMMUKUTTY, K. T. Site value tax as an alternative to property tax. *Margin*, 7 : 3 (April 1975) 147-69.

The purpose of this paper is two-fold : (1) to propose a system of site value tax (SVT) in the place of the property tax (PT) system as it is applied now and to compile a hypothetical structure of tax liabilities under it ; (2) to investigate the possibilities of using SVT as a tool for urban development and renewal.

884. ANITA, Fredoon P. Economic consequences of octroi. *Economic Times*, (11 September 1976) 5 ; Comments by B. D. Kapoor. *Economic Times*, (2 February 1977) p. 5.

885. BADHE, G. S. Property tax : arrears and difficulties in their collection. In S. K. Sharma and V. N. Chawla (eds.) *Municipal administration in India : some reflections.* Jullundur, International, 1975, p. 85-128.

Based on data collected from twelve municipal councils in the State of Maharashtra, the magnitude of arrears of property tax and difficulties encountered in the collection of these arrears are studied.

886. BADHE, G. S. Role of property tax in municipal finance. *Nagarlok*, 5 : 2 (April-June 1973) 9-15.

The paper is written with special reference to

Maharashtra. The author has suggested various remedies to improve tax collection, such as, fixing of a standard percentage of tax collection, to disqualify municipal councils from receiving grants for their failure to collect revenue, disciplinary action against executive officers for their failure to achieve the target of tax collection, separate tax department with trained staff; and the council may adopt a system of discount to encourage the collection of tax.

887. BADHE, G. S. Suggestions on assessment and collection of property tax. *Quarterly Journal of Local Self-Government Institute*, 38 : 3 (January-March 1968) 290-2.

Three suggestions are made: (1) A minimum statutory rate uniform for all states; (2) Assessment on the basis of actual rent of the property; and (3) Appointment of impartial and independent machinery to secure fair assessment.

888. BADHE, G. S. Why octroi should be abolished. *Civic Affairs*, 19 : 4 (November 1971) 27-9; 19 : 5 (December 1971) 11-14; *Economic Times*, (30 September 1971) 5.

Various committees, commissions and study groups appointed by Central and State governments on local finances have pointed out the evils of octroi and suggested to abolish it. The author discusses the suggestion made by the Study Group of Maharashtra Government and feels that a municipal sales tax collected by local bodies would be a suitable alternative.

889. BANERJEE, Tara Sankar. Transit and town duties in Bombay and Madras in the first half of the nineteenth century. *Bengal Past and Present*, 82 : 1 (January-June 1963) 31-42.

890. BARA, Stanley F. Utility users tax. *Municipal Finance*, 43 : 2 (November 1970) 91-4.

The author notes that the utility users tax is both

stable and viable; its base expands with the economy. Of further importance, is the case and reliability of collection.

891. BHAMBHRI, C. P. Municipal finances in Rajasthan : abolition of octroi and its implications. *University of Rajasthan Studies in Public Administration*, 1 (1969-70) 29-35.
892. BHARGAVA, P. L. Municipal property tax in India : problems and perspectives. *Quarterly Journal of the Local Self-Government Institute*, 44 : 4-45 : 1 (April-June—July-September 1974) 255-74.

The potentialities of property tax have not been exploited fully by municipalities in our country. Although the property tax together with service taxes is being levied almost in all the states in India except in the state of Jammu & Kashmir, its incidence widely differs from the state to state. In Gujarat, Madhya Pradesh, Punjab, Rajasthan and Uttar Pradesh the property tax and service taxes account for less than 15 per cent of the total tax income. This is because many municipalities are not levying this tax and those which are levying at relatively low rates. About 79 per cent of municipalities in Gujarat, 49 per cent in Madhya Pradesh, 44 per cent in Punjab, 85 per cent in Rajasthan and 55 per cent in Uttar Pradesh were not at all levying general tax on land and buildings. Similarly a large percentage of municipalities in various states are not levying service taxes.

Besides, the defective machinery of assessment and collection and malpractices adopted therein rob the municipalities of considerable income. Group interests and party pressures play the most significant role in determining property tax in the majority of cases. To remove or mitigate these defects the author suggests incorporation of suitable amendments in the municipal Acts of the states so as to provide for minimum and maximum rates of property tax of not less than 5 per

cent and not more than 15 per cent of the rental values, introduction of a system of regular periodical revision by qualified independent assessors or the central valuation agency in place of less qualified and low-paid municipal employees and the withdrawal of the state government from the field of property taxation in one form or another.

893. BHARGAVA, P. L. Municipal tax structure in Rajasthan, *Eastern Economist*, (4 August 1972) 209-14.

Existing municipal taxes in Rajasthan are not fully exploited and in many cases not efficiently administered. In addition, the nature of local taxes is such that even with the utmost care and economy it would not be possible for ensuring a decent level of civic development unless municipal finances are linked to State and national finances through a realistic scheme of grants-in-aid.

894. BHARGAVA, P. L. Municipal taxation in Rajasthan. *Nagarlok*, 5 : 1 (January-March 1973) 17-28.

This paper shows the rate of growth of municipal bodies income in Rajasthan. The resources are not sufficient to enable the municipalities to provide minimum urban services. The author feels that state government should share taxes with municipal bodies to enable them to provide minimum municipal services.

895. BHATTACHARYA, M. K. Property tax, by M. K. Bhattacharyya. *Economic Times*, (13 May 1971) 5; (14 May 1971) 5.

1. New methods to evaluate civic efficiency; 2. arrears arise.

896. BHATTACHARYA, M. K. Property tax in urban local bodies in India, by M. K. Bhattacharyya. *Quarterly Journal of the Local Self-Government Institute*, 39 : 4 (April-June 1969). 257-72.

Analyses the role of property tax in urban local bodies

in India in the background of government finance in all the three levels and to examine the economic implications of the current move to augment revenue by modifying the tax in the form of a switchover from the annual rental value basis to the market value and or taking land more steeply. The scheme of the paper is first to know the setting of local finance and property tax in the national fiscal frame; then salient features of the tax, evaluation of the relative growth rate of the major taxes in India including property tax.

897. BHATTACHARYA, Mohit. Delimitation of municipal tax jurisdiction. *Nagarlok*, 3 : 4 (October-December 1971) 16-20.

Traces the history of delimitation of municipal tax since 1919. The author critically examines recommendations of the Local Finance Enquiry Committee, Augmentation of Financial Resources of Urban Local Bodies Committee, Rural-Urban Relationship Committee and Taxation Enquiry Commission and emphasises the need for reservation of certain taxes for exclusive use by the municipal bodies.

898. CHAUDHARY, D. S. Municipal tax administration in Rajasthan. *Journal of Administration of Overseas*, 10 : 1 (January 1971) 43-8.

At present octroi tax and property tax are the two major sources of revenue of the municipal bodies in the state of Rajasthan. This article describes the administration of property tax only.

899. CHAUHAN, Ishwar Singh and Partap Singh. Municipal tax administration in India : a case study of Haryana. *Kurukshetra University Research Journal*, 5 : 2 (October 1971) 209-15.

900. CHENG, Pao Lun. Bias and error detection in property tax administration. *Management Science*, 22 : 11 (July 1976) 1251-7.

Proposes a stochastic model of biases and errors in assessment administration and transforms it into a regression scheme for estimating bias and errors arising from growth, market and appraising process, thus making it approximately validated for use by any municipality interested in maintaining assessment uniformity.

901. CHOPRA, Shambhu. State and local taxes in India : an appraisal. *Indian Advocate*, 18 : 3-4 (July-December 1978) 34-57.

Studies the nature and extent of state and local taxes as empowered by the Constitution of India. A comparison has also been made with the American practice.

902. DAS, R. B. Reforms in administration of property taxes. *Quarterly Journal of Local Self-Government*, 44 : 2 (October-December 1973) 127-30.

903. DATTA, Abhijit. Rental valuation for property taxes. *Nagarlok*, 3 : 3 (July-September 1971) 14-17.

Discusses the advantages and disadvantages of the existing method of rental basis of valuation for municipal property taxation in India. It is suggested to amend the municipal legislations so that municipal taxation is not dependent on other legislations particularly rent control legislations. The author has advocated the adoption of actual rent as the basis of valuation.

904. DESHMUKH, B. G. Incidence of local taxation on building materials. *Nagarlok*, 9 : 4 (October-December 1977) 28-32.

In view of the rising demands on resources of civic authority of Bombay with the rise in population and cost of living, favours the continuation of octroi duty on building construction materials.

905. DEVA RAJ. Rent control, housing and property taxation. *Nagarlok*, 8 : 3 (July-September 1976) 65-91.

The effects of rent control legislation can be approached from three angles : (1) policy objectives and the citizen both as houseowner and tenant ; (2) effects of rent control on the housing stock and its continued supply ; and (3) its effect of municipal finances. The focus of this article, based on a number of reports and rent control acts of various states, is on the effects of rent control on Municipal revenues. Rent control acts cannot remedy the problem of accommodation shortage and can hardly fulfil the objective of giving protection to the poorer section of society. Property tax based on the annual rental value of the lands and buildings is the most important source of revenue of urban local bodies. But this source is not yielding the best possible results as the annual rental value of almost all urban property has remained frozen due to the fair and standard rent provision in rent control acts. The alternative measures to overcome this situation are : (1) a change in rent control law or its withdrawal ; (2) amendment of municipal acts to isolate the basis of assessment from provision of fair/standard rent and shifting of the liability for taxes to the occupier ; and (3) change in assessment base from annual value of capital value. These three alternatives are analysed.

906. DEVA RAJ. Turn over tax and local authorities. *Nagarlok*, 5 : 3 (July-September 1973) 5-11.

Turn over tax is under consideration by a number of state governments, as a substitute to replace octroi and is a part and parcel of sales tax system. The state governments are reluctant to give the power of levying the tax to local bodies. The author opines that this tax for municipal purpose is a feasible proposition, provided state governments can levy the tax and distribute among local bodies for improvements of urban services.

907. GOVIND PRASAD. Octroi duty as a source of municipal revenue in U. P. : a case study of the five

municipal corporations. *Civic Affairs*, 14 : 2 (September 1966) 5-15.

The object of the paper is to throw light on certain aspects of octroi duty as a source of municipal revenue in U. P. with particular reference to the municipal corporations of KAVAL towns, during the period 1951-65.

908. GUJARAT. Octroi Inquiry Committee. *Report*. Ahmedabad : Finance Department, 1972. iv-249 p.

Committee appointed : 17-8-1970. *Chairman* : Maldevji M. Odehra. *Terms of reference* : (a) To review the impact of octroi, as levied and administered in the State, on the growth of trade, commerce, industrial activity and agriculture. (b) To study the desirability of the continuance or otherwise of octroi, in the context of the necessity of creating more favourable conditions for the growth of trade, commerce, industry and agriculture. (c) If the abolition of octroi is considered desirable, to assess the impact it will have on the finances of local bodies the Committee may consider the question separately in respect of Municipal bodies and Panchayats. (d) To suggest the basis and the manner of suitability compensating the municipal bodies and/or panchayats if octroi is to be abolished, keeping in view not only the present income from this source but also likely future income, and with due regard to the resources available to the State Government. (e) To indicate problems likely to arise, if octroi is to be abolished, such as providing alternative employment to staff engaged in the octroi administration, and to suggest measures to deal with such problems. (f) If the abolition of octroi is not considered desirable to recommend possible improvements in the present system ; and (g) To consider and make recommendations on any other relevant matters.

909. GUPTA, Shibshankar P. Reforms in urban property taxes : a case study of municipal corporations in Gujarat. *Anvesak*, 1 : 1 (June 1971) 35-55.

Makes an analysis of property taxation by Municipal Corporations in Gujarat. The purposes are to suggest reforms, if any, in the present property taxation on the basis of usual criteria (*viz.*, equity, allocation of resources and administrative efficiency) and to examine the scope for raising additional revenues to help finance increasing needs for urban services and developmental planning from this traditional source of revenue.

910. HAMILTON, Bruce W. Zoning and property taxation in a system of local governments. *Urban Studies*, 12 : 2 (June 1975) 205-11.

Constructs a model of the behaviour of economic agents in a system of local governments in the spirit of Tiebout Hypothesis (1956).

911. HOSHIAR SINGH. The place of octroi in municipal finance in Rajasthan, by Hoshiar Singh Sihag. *Nagarlok*, 2 : 3 (July-September 1976) 22-7.

The local bodies in India suffer from acute shortage of funds and octroi is the major source of their income. The author strongly feels that the abolition of octroi without any clear substitute seems to be fraught with danger and without it municipalities cannot function smoothly.

912. HYDERABAD Municipal Corporation. *A study of the system of levy and collection of octroi in certain municipalities of India and scheme for the city of Hyderabad*, by M. Abdul Ali. Hyderabad, 1956. iv+74 p.

913. INDIA. Road Transportation Taxation Enquiry Committee on Octroi and other Check Posts. *Report*. New Delhi : Ministry of Transport & Shipping, 1967. 76 p. (Mimeo.)

Committee appointed 6-9-1965. *Chairman* : B. V. Keskar. *Terms of Reference*: (a) To examine the present cost of operation for haulage of passengers and goods by

- road transport, including the element of State and Central taxes ; whether it has become a disincentive to the healthy development of road transport and if so, to what extent ; (b) To examine whether there is justification for correlating the rates of motor vehicles taxes with reference to the types of fuel (petrol or diesel) used and area of operation ; (c) To survey the existing administrative machinery and the procedures connected with the levy and collection of taxes, tolls, etc., on motor vehicles in the States and examine whether they hinder the smooth movement of vehicles ; (d) To recommend the principles of Motor Vehicle Taxation which will ensure adequate provision and development of efficient and economic road transport services in the country ; (e) To suggest any changes in the law and procedure that may be required to give effect to any recommendation that may be made ; and (f) To make any other recommendation germane to the subject matter of the country.

914. INDIAN Institute of Public Administration. Centre for Urban Studies. (Seminer on 'Octroi and Terminal Taxes' : papers). *Nagarlok*, 9:4 (October-December 1977) 1-158 (Special issue on Administration of Octroi).

The seminar held at New Delhi during October 28-29, 1976. The seminar discussed a number of issues which include : Is there a national consensus that octroi needs to be abolished ? If so, should it be abolished at one stroke or gradually ? What tax or taxes could be suitable substitute for octroi to compensate the municipal bodies the loss of income due to its abolition ? Pending its abolition what steps could be taken to mitigate the vexatious delays and corruption at the octroi checkpoints ? What are the experiences of those states where octroi has been abolished ? The special issue contains the papers that were presented by experts at the seminar on various aspects of administration of octroi, along with the summary proceedings and a select bibliography on the subject. A book note on the Layfield Committee Report (1976) on the system of British local government finance

is also included. *Papers* : Octroi taxation : a new economic rationale, by Velayudhan Pillai ; Octroi in the municipal revenue structure, by K.S.R.N. Sarma ; Economic implications of octroi levy, by S. Rama Rao ; Incidence of local taxation on building materials, by B. G. Deshmukh ; The octroi question, by I. Chaudhuri ; Octroi : can it be abolished ? by Satish Kumar ; Should octroi be abolished ? by B. H. Prabhavalkar ; Is there a case for abolition of octroi ? by Mahesh Bhatt ; Abolition of octroi and compensation to the local authorities, by Abhijit Datta ; Municipal business and land taxes : some alternatives to octroi and terminal taxes, by G.D. Sharma ; Legal issues in octroi and terminal taxes, by M. K. Balachandran ; Administration of octroi in Uttar Pradesh by K. Sreeram ; Abolition of octroi, by R. G. Rle ; Octroi : its role in local finance, case for its abolition and alternatives, by N. H. Thacker ; Some aspects of octroi administration, by S. M. Krishna Murthy ; A note on the abolition of octroi and terminal taxes, by R. D. Sankar ; Levy of octroi in Andhra Pradesh, by Premchand ; Abolition of octroi in Madhya Pradesh, by Y. N. Chaturvedi.

915. INDIAN Institute of Public Administration. Centre for Urban Studies. (Seminar on 'Property Tax' : papers). *Nagarloka*, 8:4 (October-December 1976) 1-112 (Special issue on Property Tax Administration).

The seminar held at New Delhi during July 14-15, 1972. The special issue contains the papers presented at the seminar and a few additional papers specially commissioned for the special issue. It also includes a small book review section and a select bibliography of property tax administration. *Contents* : Property tax : the major issue ; Proceedings of the Seminar on Property Tax : a summary ; Some problems of property tax, by S. Rama Rao ; Property tax, by K. Sreeram ; Land value or unimproved value or site value taxation and economic growth, by R. N. Tripathi ; Capital value basis for property taxation, by K. K. Sinha ; Correcting erosion of tax base,

by L. H. Marathe ; A case for property tax assessment tribunals, by M. K. Balachandran ; Some legal issues and court decisions on levy and assessment of property taxes, by Hira Lal ; Assessment of property tax, by Deva Raj ; Collection of property taxes, by B. S. Mishra ; Property tax administration in urban local bodies : a study in Haryana, by Partap Singh ; Property taxes of urban local bodies in Assam, by R. N. Bora ; An experiment in mechanisation in the Property Tax Department of the Municipal Corporation in Greater Bombay, by Assessment and Collection Department, Municipal Corporation of Greater Bombay ; New viewpoints for property tax studies, by Mrinal K. Bhattacharya.

916. IQBAL SINGH. *Local taxation in the Punjab*. Gurgaon: Shri Shyam Sunder Press, 1957. viii+202+114 p.

Comprehends every aspect of local taxation in the Punjab after giving the historical background. The pros and cons of important local taxes are discussed and a comparative study of local taxation, as it exists in the Punjab and the States of Madras, Bombay, West Bengal and Uttar Pradesh, and four foreign countries is added.

917. JAGANNADHAM, V. and N. S. Bakshi. *Property tax administration (a study of the Assessment and Collection Department of the Delhi Municipal Corporation)*. New Delhi : Indian Institute of Public Administration, 1971. x+86 p.

One of a series of problem-oriented research projects undertaken by the IIPA at the instance of the Ministry of Home Affairs for suggesting improvements.

918. JAIN, S. N. Imposition of a new tax by a municipality: procedural problems in law. *Nagarlok*, 3:4 (October-December 1971) 21-5.

Discusses the procedural problems relating to imposition of new taxes by municipalities and deals with several

cases of Supreme Court in which one step or the other was not followed in imposing a tax by a municipality.

919. JAMES, P. A. Municipal tax collection. *Nagarlok*, 5:2 (April-June 1973) 5-8.

The citizens and local fund auditors are responsible for the arrears of taxes in municipal corporations and municipalities in India. There is an urgent need of proper relationship between levy, assessment and collection which would enable the citizens to pay taxes without difficulty. This paper deals with the machinery for tax collection in Municipal Corporation of Hyderabad and the municipalities in Andhra Pradesh.

920. KAPOOR, Badri Prasad. *The place of octroi duties in the finance of municipal boards of Uttar Pradesh*. Bombay: All-India Institute of Local Self-Government, 1967. xii+180 p.

Ph.D. thesis, Agra University, 1964. In all XI chapters. Chapter I gives a historical background of local government in India. Chapter II analyses certain fundamental principles of local finance. Chapter III traces the evolution of octroi duties and distinguishes them from other taxes. Chapter IV and V deal with the working of octroi duties and reveal their strong and weak points. Chapter VI estimates the octroi revenue yields. An analysis of costs involved is made in Chapter VII. Problems of shifting an evasion have been discussed in chapter VIII. Chapter IX deals with the causes of their popularity. Chapter X examines the substitutes available. In chapter XI the findings are summed up.

921. KAUSHIK, R. S. A case for octroi duty for local bodies. *Civic Affairs*, 27:1 (August 1979) 13-15.

If octroi were to be abolished, the author feels, the city administration would find it hard to meet its statutory obligations,

922. KHURANA, I. R. Municipal property taxation and urban development. *Nagarlok*, 4:1 (January-March 1972) 5-9.

Property tax is the main source of income of municipalities. The municipal property taxation is weak in all regards: rates, basic assessment procedures, valuations, collection and administration. The author has suggested these measures which would lead to substantial increases in revenues : (a) That permanent and politically independent assessment agencies should be created by the states. (b) That municipal bodies should be given adequate legal powers to proceed against defaulters. (c) That a high rate of interest should be charged on arrears. (d) That it should be free from the rent control provisions. (e) That the Danish system of taxing periodic increments in assessed site valuations should be introduced.

923. KUNDAN LAL and G. Bhargava. Octroi levy. *Business Standard*, (28 February 1979) 5 ; (2 March 1979) 5 ; (8 March 1979) 5.

The octroi tax is presently levied in 12 States and two Union Territories. The Central Government asked States to consider for an alternative to octroi levy which has caused considerable loss to the exchequer, undue delay in the movement of transport vehicles, and has generated corruption down to the municipal level. A number of states, for example, Tamil Nadu, M. P. and Bihar have made arrangements for financing of their local bodies without recourse to octroi. The reluctance of other States to replace octroi levy by any other is due to the feeling that people had got accustomed to the impact of the octroi levy while any new tax will give rise to a good deal of resistance and their expectations that somehow the Centre can be persuaded to make good the loss of revenue on account of the abolition of octroi. The Jha Committee on Indirect Taxation Reforms has rightly identified the major defects of octroi tax. The Keskar Committee, the Gujarat (Odedra) Octroi Committee (1972) and the Maharashtra Wankhede Octroi Committee

(1970) have suggested alternative for octroi tax. The author has discussed the octroi levy which is a significant source of revenue in Gujarat, Haryana, Maharashtra, Punjab, U. P. and Delhi. The Rajasthan Government has adopted a policy decision for the abolition of octroi tax. Abolition of multiple check posts can avoid the enormous expenditure incurred presently in the maintenance of police, transport departments, etc. If such expenditure on maintenance of octroi tax collection is considered then octroi levy is not a useful source of revenue also.

924. LINN, Johannes F. Automotive taxation in the cities of developing countries. *Nagarlok*, 11:1 (January-March 1979) 1-23.

Automobiles are responsible for traffic congestion and air pollution and thus adds to the financial burden of city administration. Automotive taxation is unavoidable. This paper explores the potential automotive taxes as fiscal instruments for urban governments. After a survey of the nature and extent of application of automotive taxes in LDC cities, the major types of these taxes are evaluated in terms, of their effects on the efficiency and equity of resource allocation, and in terms of their revenue performance and administrative feasibility.

925. LUCKNOW University. Regional Centre for Research and Training in Municipal Administration. *Municipal taxation*. Lucknow : Regional Centre for Research and Training in Municipal Administration, Lucknow University, 1976. v+96 p.

Incorporates the issues framed and suggestions made in the discussion on some important issues of local finances at an eight-day workshop organised by the Regional Centre from October 3 to 10, 1974. The discussions covered the following four areas : (1) Property tax ; (2) Octroi ; (3) Minor taxes and non-tax revenues ; and (4) Supervision and collection of municipal tax and non-tax revenues.

926. MAHARASHTRA, Study Group on Octroi. *Report*, Bombay : Director, Government Printing and Stationery, 1970. 71 p.

Study Group appointed : 13-5-1963. *Chairman* : S. K. Wankhede. *Terms of Reference* : 1. To examine the principles which have governed levy of octroi by different local bodies in the State and study changes in the rate structure which have taken place from time to time. In this context comparative practices in other States and if possible in other countries may also be examined. Committee may examine if octroi is a tax only on goods imported within the jurisdiction of local body or can also be a tax for export of goods from jurisdiction of local body and as to whether octroi is a tax on import or export of goods or on movement of goods or in a nature of terminal tax. 2. To ascertain the gross realisations from this tax by different local bodies, their respective cost of collection and the position of the net proceeds vis-a-vis their budgets. To analyse the data so collected for the periods since this tax came into existence and estimate the potentiality of this source of revenue to different local bodies for the period of next 5 to 10 years. 3. To examine methods adopted with regard to assessment, collection, appeals, refund, etc., and to make recommendations on the following salient points: (a) whether the cost of collecting this tax is in commensurate with the net proceeds ; (b) whether the method of collection is such that there is great scope for evasion and if so, to estimate the quantum of undetected evasion to the extent possible ; and (c) whether the whole system of octroi is such as to provide opportunities for various malpractices including corruption which are difficult to detect. 4. To examine in detail difficulties and complications in collection and refund of octroi by individual local bodies, especially when goods have to pass through the jurisdiction of several local bodies, particularly in the light of the evidence available that progressively more and more local bodies including large number of Village Panchayats are likely to levy this tax. In this context the

inconvenience, harassment and delays caused to passengers and transport vehicles should be scrutinised so as to estimate their effect on the movement of goods and passengers and on the working or operating cost of passengers or goods vehicles per mile and on annual basis. 5. To make a comparative analysis of the system of levy and collection of octroi tax in Maharashtra and other States and also in foreign countries wherever such tax is levied on the basis of information available in published books, articles, etc. 6. To examine effects of levy of octroi tax on local economy with reference to overall economic development and particularly of agriculture, industries, trade and markets in rural and urban areas of the state. In this connection the likely effects that may follow, if all local bodies competent to levy octroi do actually levy this tax, may also be examined. 7. To indicate as to whether octroi is a proper or desirable source of revenue to all or particular local bodies and if so, in the light of the factual findings of the Committee how its method of levy and collection should be regulated to avoid the present day defects. 8. (a) If octroi, which is an important source of revenue to many local bodies at present is to be abolished : (i) to suggest other alternative tax or taxes in place of octroi for each type of local body keeping in view the need for local bodies not only to maintain existing level of income but also to provide sufficient scope for increasing their resources to the extent that would have been possible by progressively increased yield from octroi ; (ii) to examine if the rates of taxation at present levied could be increased to meet the needs of the local bodies to the extent of their loss by abolishing octroi ; and (iii) to examine other methods of obtaining resources which should be transferred to local bodies in place of octroi. (b) On the basis of recommendations under (a) to suggest the system or manner for distribution of the resources so obtained among different local bodies. 9. In view of the desirability of developing an agro-industrial economy which in turn depends on dispersal of industries or programme of rural industrialisation whether any other measures or incentives would be necessary

either under system of octroi or under the system of finding alternative source.

927. MAHESHWARI, B. Municipal tax pattern in Rajasthan. *Quarterly Journal of the Local Self-Government Institute*, 33:3 (January-March 1963) 187-201.

A brief account of the pattern of municipal taxation in Rajasthan, based on the information collected by the author, as Research Officer, Tax Research Project, Government of Rajasthan.

928. MALHOTRA, D. D. and M. K. Balachandran. Statutory frame of municipal property taxation. *Nagarlok*, 6:3 (July-September 1974) 11-19.

Highlights the similarities, difference and defects in the statutory frame of property tax administration in four states, viz., Tamil Nadu, Maharashtra, Haryana and Punjab. It is found that the extent of similarities is far more in the case of Punjab and Haryana. The dissimilarities are mainly in respect of the basis of assessment, tax rate and periodicity.

929. MARATHE, L. H. Correcting erosion of tax base. *Bombay Civic Journal*, 23:4 (March 1977) 13-15.

Attempts to specify the major issues pertaining to property tax administration.

930. MARATHE, L. H. *Lectures on relating and assessment (valuation for the levy of municipal taxes on lands and buildings)*. Bombay : All India Institute of Local Self-Government, 1957. viii+179 p.

Prepared initially for the students of LSGD classes conducted by the Local Self-Government Institute, Bombay, and the All-India Local Self-Government Institute. Explains the principles of rating and how they should be applied for assessing the properties by municipal authorities for taxation purposes. The last chapter describes the basic differences in law and practices in England and India.

931. MICHAEL, V. P. A case for octroi in local finance. *Bombay Civic Journal*, 22:10 (December 1975) 11-14.

932. MOHAMMED, Tufail. Octroi in the past. *Civic Affairs*, 26:6 (January 1979) 17-21.

A brief description of octroi as it existed in Hindu, Muslim and British India.

933. MUNICIPAL Corporation of Greater Bombay. Assessment and Collection Department. Property tax administration in Greater Bombay. *Nagarlok*, 8:4 (October-December 1976) 96-101.

Prepared by the Assessment and Collection Department, Municipal Corporation of Greater Bombay, this paper discusses the types of taxes levied by the Corporation and suggests some measures to tackle the problems faced in the collection of taxes.

934. MYSORE. Taxation and Resource Enquiry Committee. *Report*. Bangalore : Government Press, 1969. 3 v.

Committee appointed 25-1-1969. *Chairman* : S. Bhoothalingam. *Terms of reference* : (1) To examine the existing tax and non-tax revenue resources both at the level of the state and local bodies (Corporations, Municipalities, Taluk Boards and Village Panchayats) and recommend changes with reference to the following: (a) the incidence of taxation on the various classes of people and taxable capacity ; (b) the need for raising additional resources for the State and the Local Bodies in the context of the Fourth Five Year Plan ; (c) need for readjustment or rationalisation of incidence of taxation ; (d) the tax structure prevailing in other neighbouring States; (e) scope for additional resources mobilisation in the Agricultural sector. (f) fresh sources of taxation. (2) With regard to sales tax the Committee may in addition to the above factors take into consideration the following : (a) simplification ; (b) removal of hardship to dealers ; (c) avoiding diversion of trade and improving the revenues from Sales

Tax over and above what has been included in the Forecast. (3) To study and recommend changes or reorganisation in the existing machinery for administration of taxes in the state, to suggest Cadre and Recruitment to improve collections to the maximum extent and prevent the leakages of revenue and avoid corruption if any. (4) To study broadly the existing non-tax revenues and recommend measures to be taken to avoid losses in running departmental undertakings and improve revenues in other sectors as in the case of Forest, etc. (5) To consider and recommend on any other matter connected with the financial resources and its administration.

935. NANJUNDAPPA, D. M. and M. V. Nadkarni. *Local taxation in urban areas*. Dharwar : Karnatak University, 1967. 112 p.

936. NANJUNDAPPA, D. M. and M. V. Nadkarni. Local taxation in urban areas. *Journal of Karnatak University*, 3 (1967) 41-83.

937. PARTAP SINGH. Municipal house tax ; a case study in Haryana. *Nagarlok*, 4:3 (July-September 1972) 22-7.

The author feels that latest techniques for house tax administration are not known to the municipal councilors in Haryana. There is an urgent need to improve method of valuation, and assessment and tax collection which will give municipalities much relief from their present poor financial conditions.

938. PARTAP SINGH. The place of octroi in municipal tax structure in Haryana. *Nagarlok*, 3:4 (October-December 1972) 33:8.

Octroi is the largest single source of municipal tax revenue in Haryana. The main problem is tax evasion, which is due to corrupt practices of the octroi staff. It is suggested that stern action should be taken against corrupt officials. The author opines that with this measure

it would be possible for the municipal authorities to substantially check for evasion of octroi duties.

939. PARTAP SINGH. Structure of municipal taxation in Haryana. *Eastern Economist*, (24 March 1972) 469-72.

Analyses the reasons of the poor finances of the municipalities in Haryana and finds that the factors responsible are non-utilisation, under-utilisation and accumulation of huge amounts of long-standing arrears. Unless the municipalities utilise their existing powers of taxation fully they can have no claim on the financial resources of the state.

940. PATNAIK, R. C. Local taxation in a developing economy with particular reference to urban local bodies in Orissa. *Bharati*, 3:5 (December 1969) 25-31.

941. PAULY, Mark V. A model of local government expenditure and tax capitalisation. *Journal of Public Economics*, 6:3 (October 1976) 231-42.

Presents a model to show how persons distribute themselves among local governments providing different levels of public goods. The model is one in which local governments must tax in order to spend, so that taxes and expenditures are linked. And it is a 'non-Tiebout' model in the sense that there are not assumed to be enough communities and menus of public goods for all persons' preferences to be satisfied exactly.

942. RAGHAVIAH, Y. and K. V. Srinivasan. Municipal taxation in India : a case for functional approach. *Quarterly Journal of the Local Self-Government Institute*, 43:3 (January 1973) 95-100.

An attempt has been made in this article to design a comprehensive functional taxation model in place of the traditional pattern. The main assumptions of the functional model are to de-emphasise on general purpose taxes, to allocate greater percentage for service taxes, in the property tax and introduce service components in

other taxes. In other words, municipal taxes should be reflected in the budgetary scheme. This model involves, says the authors, a drastic limitation on the discretionary decision making power of the elected functionaries. However, this limitation is confined to allocational discretion, and not to the area bound expenditure discretion. The advantages listed of the new model are that it would introduce a sense of purpose and professionalism into civic administration, restore confidence in the citizen and facilitate his greater involvement in the civic affairs.

943. RAJADHYAKSHA, N. D. Some pertinent questions on octroi. *Quarterly Journal of the Local Self-Government Institute*, 42:1 (July-September 1971) 3-12.

To municipal bodies in India octroi is not only a source of revenue, but also an elastic source of revenue. Indeed, it is an ever expanding source which determines and accelerates growth and prosperity of urban local bodies. The real question, therefore, is not only to find out a substitute for octroi, but to find an equally elastic source of municipal revenue.

944. RAMA RAO, S. Structure of municipal taxation in Andhra Pradesh, by Sakshi Rama Rao. *Quarterly Journal of the Local Self-Government Institute*, 41:3 (January-March 1971) 295-304.
945. RAMASWAMY NAIDU, Y. Uniformity in the valuation of properties. *Nagarlok*, 5:1 (January-March 1973) 5-16.

Based on the data collected through case studies of six municipalities in Andhra Pradesh and the Corporation of Hyderabad, the study is divided into four parts. In part I, the method of assessment of properties prior to 1965 is discussed. In part II, the working of the method until 1965 is presented. In part III the changes introduced in 1965 Act are discussed. Part IV forms the concluding section.

946. REDDY, K.N. Case for the abolition of octroi in Gujarat : some alternatives. *Artha Vikas*, 12:1 (January-June 1976) 90-9.

947. RELE, R.G. Our taxes. *Bombay Civic Journal*, 19:6 (August 1972) 9-15.

948. RELE, Subhosh J. Abolition of octroi : government must act. *Eastern Economist*, (8 April, 1977) 649-50.

Octroi is irritating and cumbersome, says the author. Many committees appointed by the government over the past 50 years have recommended its abolition but the government has been dragging its feet. The author has commended the scheme prepared by the Indian Merchants' Chamber which suggests changes in the mode of collection to avoid waste and inconvenience.

949. ROSEN, Harvey S. and David J. Fullerton. A note on local tax rates, public benefit levels, and properly values. *Journal of Political Economy*, 85:2 (April 1977) 433-40.

Briefly discusses the econometric literature on property tax capitalization, with special reference to the treatment of public benefits.

950. RYBECK, Walter. Can the property tax be made to work for rather than against urban development. *American Journal of Economics and Sociology*, 33:3 (July 1974) 259-72.

A paper presented at the Seminar on Property Tax Reform of the International Association of Assessing Officers, Washington, D.C., July 19-20, 1973. Attempts to show how the misuse of the property tax contributes to the kinds of growth that no one applauds ; and describes the features of the property tax that can make it work for good urban development.

951. SABADE, B.R. Abolition of octroi needed. *Economic Times*, (20 April 1976) 7:3.

Analyses the recommendation of Maharashtra Government's Wankhede Study Group on octroi (1963) and suggests additional measures, especially the turnover tax, to replace octroi.

952. SAHUJAIN Community Affairs Organisation. *Municipal taxes under the Bengal Municipal Act, 1932 : some options for rationalisation of tax structure and other needed reforms.* Calcutta : SCAO, 1979. iii+7+73 p. (Mimeo)

As per desire of the Minister-in Charge, Local Government and Urban Development, Government of West Bengal, this study was undertaken to review the present tax structure in the West Bengal municipalities and to indicate some options for the needed reforms, keeping in view the numerous exercises conducted for similar reforms for Calcutta Corporation. Study team consisted of R. M. Kapoor, B. Roychoudhury and A. K. Banerjee.

953. SAHUJAIN Community Affairs Organisation. *Some reactions and observations concerning 'property tax as a resource' for local government finance.* Calcutta : SCAO, 1978. (Phase I Study Report : September, 1978).

The Study was sponsored by Madras Metropolitan Development Authority.

954. SARKAR, B. K. Levying an octroi to boost municipal finances. *Capital*, (13 August 1970) 265-66.

Apart from the difficulty of administering checkposts, octroi involves economic losses to the community. It is, therefore, desirable that local bodies throughout India should exploit alternative source of revenue to octroi.

955. SHARMA, G. D. An alternative to octroi tax system. *Eastern Economist*, (7 April 1972) 698-704.

In this article, a study done by the Maharashtra Government Octroi Study Group and the alternatives suggested by it are examined. An alternative to octroi tax for local government, specially municipal government, is then put forth by the author.

956. SHARMA, G. D. Towards a limited local self-government: a review of Gujarat Octroi Tax Inquiry Committee Report. *Nagarlok*, 8:3 (July-September 1976) 108-12.

An alternative tax system recommended by Gujarat Committee is examined. The suggested compensation formula does not appear to be proper. Such a system which sets free the local government from the responsibility of resource mobilisation, will lead towards a state of limited and dependent local self-government.

957. SHARMA, L. K. Need to abolish octroi accepted, damaging the economy. *Times of India*. (31 October 1978) 8.

958. SINGH, Kamaldeo Narain. Municipal tax administration in Bihar. *Nagarlok*, 11:3 (July-September 1979).

Urban local bodies are not able to cope with the mounting pressure of population. As their financial structure is weak there is a wide gap between the desired and existing level of municipal services. Apart from extensive under-assessment of municipal taxes several sources of income have not been tapped. This paper is a case study on the pattern of taxation in five biggest and the oldest municipal bodies in Bihar, namely, Patna, Bhagalpur, Gaya, Mazaffarpur, and Ranchi. Attempt is made: (1) to examine the pattern of municipal taxation in Bihar ; (2) to find out the reasons why in spite of their poor finances municipal bodies in Bihar have failed to utilise the legitimate taxation opportunity ; (3) to find out the effective ways and means for municipal tax administration ; (4) to suggest for improvement and better utilisation of tax opportunities ; and (5) to suggest the measures with a view to make the local taxation an effective instrument of resource mobilization.

959. SINGHAL, Mohan. Local property taxation : some implications. *Quarterly Journal of the Local Self-Government Institute*, 40:4 (April-June 1970) 281-87.

A serious objection to property taxation in India is

that it entails inequitable treatment of tax payers. The problem defies easy solution as it involves complex theoretical and practical questions such as standards by which equity is judged and the extent to which past practices are necessary or justifiable characteristics of the tax.

960. SINHA, K.K. Capital value basis for property taxation. *Nagarlok*, 3 : 4 (October-December 1971) 26-32.

Examines the implications of the two valuation systems of property taxation in the content of Indian conditions : Rvt and Cvt, i.e., Rental value and Capital value tax systems.

961. SINHA, Krishna Kishore. *Local taxation in a developing economy*. Bombay : Vora, 1968. xii+198 p.

Discusses the theory of local taxation and its application in different countries with special reference to India. The historical discussion aims at exploring the indigenous contests of Indian local tax system and the foreign influence on it. Bibliography, p. 189-94.

962. SINHA, Krishna Kishore. *Municipal taxation in Bihar*. Ph.D. thesis. Patna University, 1964.

963. SIVARAMAKRISHNAN, K.C. Municipal taxation : two case studies—(i) Shilpa Nagar case ; (ii) Koilapur case. In Indian Institute of Public Administration. *New challenges in administration*. New Delhi : IIPA, 1972. p. 54-81.

The case studies relate to the process of municipal taxation in two neighbour cities, the first being a nominated Notified Area Authority and the other a municipality under supersession run by an Administrator. The case studies narrate the events between 1962 and 1964 concerning the process of municipal taxation which was common to both cities under the law, but nevertheless different in actual application.

964. SREERAM, M. Property tax. *Quarterly Journal of Local Self-Government Institute*, 39 : 1 (July-September 1968) 29-36.

Confines to tax on lands and buildings levied by the urban local bodies which usually takes the shape of general taxes and service taxes.

965. SRIVASTAVA, Kunwarji. The place of house tax in the municipal finance of KAVAL towns in Uttar Pradesh. *Ph.D. thesis, Agra University*, 1968.

966. VENKATARANGAIYA, M. *The beginnings of local taxation in the Madras Presidency : a study in Indian financial policy, 1963-71*. London : Longmans, 1928. 107 p.

967. VENUGOPAL, K. Towards an expanding property tax base. *Nagarlok*, 8 : 1 (January-March 1976) 46-53.

Property tax constitutes the most important revenue source to a growing city. But certain aspects like central-city decline or rent control, under valuation of properties and delays in tax recovery continually eat into the tax base. Besides the necessity to neutralise these, the city being constantly required to provide more and more civic amenities and services, must also strike to expand the property tax base. This may be achieved by providing tax concessions on new buildings in the existing rental value base assessment system or alternatively through a heavy tax on land value and a light tax on building.

968. VERMA, H.S. Municipal tax and civic facilities in Greater Bombay. *Economic Times*, (8 September 1973) 5 : 3

Examines the relationship between the levels of incomes and the tax and non-tax collections by the Municipal Corporation of Greater Bombay on the one hand and municipal revenues and municipal facilities provided on the other,

969. VIGILAR, Gregorio. Innovations on real property tax administration. *Local Government Bulletin*, 9 : 1 (January-June 1974) 30-1.
970. WADHWA, Charan D. Substitution of octroi. *Nagarlok*, 4 : 3 (July-September 1972) 5-13.

Divided into three parts. Part I deals with an assessment of octroi as a tax. Part II discusses some of the alternatives to octroi and presents the author's choice among them. Part III concludes the paper with the simulations and lists the measures to be taken by the appropriate authorities to make the new system work as planned.

971. ZAIDI, S.T.H. Municipal tax administration. *Civic Affairs*, 26 : 1 (August 1978) 17-23.

Examines the system of taxation with reference to urban local bodies and makes some suggestions to improve upon the situation.

CENTRAL / STATE - MUNICIPAL RELATIONS

972. APPA RAO, T. State administrative control over the major municipal corporations in South India. *Journal of the Society for Study of State Government*, 3 : 1-2 (January-June 1970) 13-20.

Describes various types of controls exercised by the state government over the major municipal corporations in South India imposing limitations on municipal autonomy and suggests some relaxation in the control so that proper development of the local self-government is ascertained.

973. APPA RAO, T. State power to supersede municipal corporations. *Civic Affairs*, 17 : 1 (August 1969) 9-12+

Describes briefly the powers of dissolving and superseding municipal corporations enjoyed by the state governments with special reference to the corporation Acts of Madras and Bangalore. It is concluded that supersession does not serve the purpose of rectifying the existing defects in municipal administration.

974. ARUN KUMAR. Corporations, the commissioners, and the government. *Civic Affairs*, 20 : 8 (March 1973) 9-13.

Views the relationship between the government, the corporation council and the commissioner as discussed at the All India Mayor's Conference, January 1973. The criticism of the existing system, the author feels, is often resorted to explain the failure at all levels and advocates of change of system become more vocal. Before making any change it is necessary to study the requirements for the job of Commissioner, and then a pattern could be evolved and propped up by introducing experts where needed.

975. AVASTHI, A. Government control and assistance to the municipal bodies. In A. Avasthi (ed.) *Municipal administration in India*. Agra : Lakshmi Narain Agarwal, 1972, p. 31-50.

State control and supervision are necessary and are exercised in almost all the countries in varying degree of strictness. In this paper, which was originally submitted before the Seminar on Municipal Government held at the Department of Public Administration, Punjab University, Chandigarh, in April, 1965, the author discusses the position of state control and assistance as it obtains in India both at State and Union level.

976. AVASTHI, A. Role of the collector in municipal administration. *Nagarlok*. 2 : 2 (April-June 1970) 18-22.

The role of district collector in municipal administration in the state of Madhya Pradesh is analysed. Under the Madhya Pradesh Municipalities Act, 1961 the powers of the district collector *vis-a-vis* municipal government are immense. The entire correspondence and communication between the state government and municipalities are through the collector. It is felt that the collector; as an over-worked official, is unable to devote his time and needed attention to municipal affairs to the extent he is expected.

977. BALACHANDRAN, M. K. Problems of delegation. *Paper Presented to the Seminar on Problems in Municipal Laws (December 20-21, 1971)*, organised by the Indian Institute of Public Administration, Centre for Training and Research in Municipal Administration, New Delhi.

Municipal statutes give legislative and executive powers to the municipal bodies. They also confer regulatory and supervisory powers to the State governments. This has evolved certain problems which are discussed in this paper in the light of judicial decisions. It is suggested that the validity of delegation of powers to municipal corporations should be determined by giving due importance to their representative character.

In the case of executive delegation, instead of delegating of power to subordinate functionaries in the executive branch, the feasibility of delegating them to the municipal bodies should be examined.

978. BHARGAVA, B. S. Methods of allocating powers and functions to local government. *Political Scientist*, 5:1-2 (July-December 1968—January-June 1969) 111-16.

Different methods of allocating powers and functions to local authorities experimented by different countries are enumerated. They are : Constitutional provisions or national or state statutes; Universality or enumerative principle; The contact method; Integration method; and Central ministry orders, decrees, warrants and charters. As every method has got both advantages and disadvantages, no common prescription can be evolved. However, the author feels, Prof. Henry Maddick's "system of graduated responsibility" seems to be the better course for developing countries.

979. BHARGAVA, P. L. Form and media of state control over urban local bodies in India : a study in the context of Rajasthan. *Political Science Review*, 10 : 3-4 (July-December 1971) 83-101.

Examines the extent of control and supervision by the state, over urban local bodies in India with special reference to the state of Rajasthan, in the light of various laws enacted with regard to state-local relations.

980. BHARGAVA, P. L. Urban development and central-local relations. *Political Science Review*, 8 : 3-4 July-December 1969) 379-97.

Stresses the need for re-organisation of central-local relations and a consistent, rational and comprehensive thinking on central and state aid to the local bodies in order to strengthen and equip them adequately to perform their growing responsibilities effectively and efficiently.

981. BHATTACHARYA, Mohit. Higher government support to municipal public services. *Nagarlok*, 7 : 3 (July-September 1975) 28-33.

Intergovernmental relationship can be meaningfully discussed in the context of the need for augmentation of urban public services. Municipalities are not the only authorities supplying urban public services. There are other organizations also such as special authorities, and State Government departments who are engaged in the supply of local public services in many urban areas. How best to ensure the supply of urban public services is thus not simply a fiscal question. It involves choice of organizations—which function should be left to be administered by what type of organization and at what level—local, regional or state. Efficient delivery of public services is, again, dependent on the structure of an organization and the quality of its managerial input. Innovation in inter-governmental fiscal relations has to be looked at as one of several ways to improve the supply of urban public services. From available evidence, it appears that the municipal authorities have been relying mostly on their domestic resources, and the role of State assistance has been marginal. Fiscal difficulties of local governments are attributable to two basic causes. Sometimes local bodies are unable to augment their resources by raising tax rates or user charges because of political considerations. Also, property tax which is the mainstay of local finance has a lower income elasticity that makes for difficulty in raising more funds through this tax only. The second important cause which creates local fiscal difficulties is that there are certain factors affecting local finance that are beyond the control of the local bodies. These are regional income differences and interjurisdictional spillover of costs and benefits. Three well-known techniques on intervention by higher level governments to provide greater revenue to lower level governments are : direct transfer of funds, tax sharing, and tax-coordination. In India the modalities of fiscal transfers have been discussed in various reports and

papers. What is presently lacking is a fullthroated political acceptance of municipal government as a full-fledged member in the family of governments.

982. BHATTACHARYA, Mohit. Intergovernmental relations in municipal welfare services. *Nagarlok*, 4 : 4 (October-December 1972) 31-5.

The municipal authorities should be recognised as the principal welfare agencies in the urban areas. The author opines that most of welfare programmes can be effectively implemented only through a favourable environment for cooperative working between various operating agencies, governmental and non-governmental at the level of the local area and the community.

983. BHATTACHARYA, Mohit. State agency for municipal supervision in India. *Journal of Administration Overseas*, 9 : 7 (July 1970) 185-91.

Describes the organisation of state machinery operated for the control and supervision of municipal authorities. Suggests the establishment of a new state machinery so as to avoid the violation of the true spirit of municipal government and which at the same time, is in conformity with the principle of ministerial accountability to the legislature.

984. BHATTACHARYA, Mohit. State control of municipal bodies : issues in the supersession orders. *Paper presented to the Seminar on Problems in Municipal Laws* (December 20-21, 1971), organised by the Indian Institute of Public Administration, Centre for Training and Research in Municipal Administration, New Delhi.

Some of the legal issues involved in a supersession of a municipality are discussed. Usually, the municipal Acts contain a separate chapter on 'Controls', including controlling powers of the state government in an ascending order of importance. The intention seems to be that the supersession order should come as a last

resort after all other statutory provisions relating to control have been exhausted.

985. BHATTACHARYA, Mohit. State control over municipal bodies. *Indian Journal of Public Administration*, 22 : 3 (July-September 1976) 465-71.

The need for some relaxation in the state control is stressed, and various reforms to make it more purposive and result-oriented, are suggested.

986. BHATTACHARYA, Mohit. *State directorates of municipal administration*. New Delhi : Indian Institute of Public Administration, Centre for Training & Research in Municipal Administration, 1969. xvi+113 p.

A study under taken on behalf of the Centre for Training & Research in Municipal Administration, IIPA. Based on personal visits to the six states where Directorates of Municipal Administration are functioning (*viz.*, Andhra Pradesh, Gujarat, Kerala, Maharashtra, Punjab and Rajasthan) this study reviews the structure and working of these bodies. It aims at description, comparison and seeking explanations rather than presenting recommendations.

987. BHATTACHARYA, Mohit. State-local relations in urban development. In Indian Institute of Public Administration. Centre for Training and Research in Municipal Administration. *Selected papers on municipal government and administration*. New Delhi : IIPA, (1968), p. 73-92 (Mimeo.)

Originally submitted as a paper at the Seminar on Law and Urbanisation in India, organised by the Indian Law Institute at Allahabad in December, 1967. The purpose of the paper is to bring out the actual working relationship between the state governments and the municipal bodies in specific area of urban development. The term 'urban development' has been used to signify the provision of basic urban facilities in municipal areas, such as town planning, land acquisition and development,

is affected by a number of factors : historical, geographical, social, economic, cultural, political, ideological and constitutional.

997. HOSHIAR SINGH. Legislative supervision and control over municipal administration. In Ramesh K. Arora, G.B. Sharma, Hoshier Singh and Meena Sogani (eds.) *The Indian administrative system (essays in honour of Ziauddin Khan)*. New Delhi : Associated Publishing House, 1978, p. 242-55.

The formal means through which the legislature exercises supervision and control over the municipal authorities are : (i) Questions; (ii) Discussions and debates; (iii) Approval of rules, orders and ordinances; and (iv) Financial control. A brief review of these media has been undertaken in this paper. The focus is on the State of Rajasthan.

998. HOSHIAR SINGH. State mechanism for supervision and control over municipal bodies : a proposal for reform. *Administrative Change*, 4 : 1 (July-December 1976) 80-8.

State powers for regulating the municipal bodies are being used in a partisan manner due to the natural tendency of the party in power to keep a strong hold over municipal bodies. The author has presented a plan for a reorganised system of state control over municipal bodies. The broad components of the suggested plan are : (i) creation of an autonomous board for municipal supervision; (ii) setting up of a state municipal finance commission; and (iii) reorganising the budget and audit system. These three components are examined in detail. The author hopes that the tentative model will meet the requirements of adequate control system.

999. HOSHIAR SINGH. State power to dissolve and supersede municipalities. *Nagarlok*, 8 : 3 (July-September 1976) 92-6.

Rajasthan Municipal Act of 1959 vests the power to

dissolve or supersede a municipality in the State Government. Since then more than 35 municipalities have been superseded by the government. Analysis of the views of 106 municipal officials shows that majority of them perceive that supersession is undemocratic, very much drastic and deprives the councils/boards to improve from within. In Rajasthan, party politics has been a major factor in supersession or dissolution of municipalities. It is suggested that the proposal for dissolution of supersession should be placed before the state legislature for approval.

1000. HOSHIAR SINGH. *State supervision over municipal administration (a case study of Rajasthan)*. New Delhi : Associated Publishing House, 1979. xii+191 p.

Bibliography, p. 174-85. Originally a Ph. D. thesis, Rajasthan University, 1976. Based on the data collected through questionnaires and a series of personal interviews conducted during the years 1969-71, minutes of municipal councils/boards, proceedings of Legislative Assembly, government circulars, etc., this case study makes an inquiry into the mechanism of the state government's penetration in municipal affairs and the process and media of dominance over urban government in the State of Rajasthan.

1001. HOVEN, W. and Vanden A. Elshout. *Central services to local authorities : a study*. The Hague : International Union of Local Authorities, 1962. 4 Pts. in 2. Pts. 1, 2 & 3 in 1.

A study by the IULA on the invitation from the Division for Public Administration of the United Nations with the following aim: To describe various distinctive systems of the central-local government relations, to define common problems of local governments and to analyse the services rendered to local governments under each system by higher levels of government, and by national associations of local bodies and research institutions. The study would try to offer conclusions about

methods of increasing the capacity of local government to render effective services in rural as well as urban areas.

1002. INDIA. Committee on the Relationship between State Government and Local Bodies in the Administration of Primary Education. *Report*. Delhi: Manager of Publications, 1955. (iv)+210 p.

Committee appointed, 1951. *Chairman* : B. G. Kher.

1003. INDIAN Institute of Public Administration. Centre for Training and Research in Municipal Administration. *State machinery for municipal supervision: proceedings of the seminar, May 7 to 8, 1970*, New Delhi. New Delhi: IIPA, CMA, 1971. (vi)+59 p.

Edited version of the proceedings. The Seminar took note of the recent developments in state administration and tried to evaluate the role of the state government in relation to the administration of municipal government.

1004. JAFFAR, S. H. The relevance of the Directorate of Local Bodies. *Civic Affairs*, 25 : 2 (September 1977) 9-11.

The Directorate of Local Bodies established in 1966 was expected to build up viable technical and administrative cadres for local bodies in Uttar Pradesh, but has merely engaged itself in transfers and enquiries. Some suggestions on the functioning of the Directorate are given.

1005. JAIN, M. P. State control of municipal bodies. *Paper presented to the Seminar on Problems in Municipal Laws (December 20-21, 1971)*, organised by the Indian Institute of Public Administration, Centre for Training and Research in Municipal Administration, New Delhi.

The existing type of state control over municipal bodies is negative rather than corrective in approach and its frequent exercise not only has an adverse effect

but also undermines the confidence of the people in the system of local government. Certain drastic changes in the techniques of supervision and control are necessary. Solution lies, the author feels, in avoiding all such conditions which may help the state government to take recourse to the extreme step of superseding a local body. Setting up of a well-organised directorate at the state level to guide and advise the local authorities may be a good solution.

1006. JAIN, O. P. State control of municipal bodies. *Paper presented to the Seminar on Problems in Municipal Laws (December 20-21, 1971)*, organised by the Indian Institute of Public Administration, Centre for Training and Research in Municipal Administration, New Delhi.

Local governments are of various types and forms. State control over local government units varies from state to state and from unit to unit. This paper takes up the U. P. Mahapalika Act, 1959 as a model to bring out the broad patterns of state control over the municipal corporations in the five KANPUR towns.

1007. JAMES, P. A. State control through supersession and dissolution. In S. K. Sharma and V. N. Chawla (eds.) *Municipal administration in India : some reflections*. Jullundur : International, 1975, p. 175-87.

The subject is discussed under following heads : Supersession and dissolution distinguished; Supersession in theory; Supersession in practice; Evaluation of supersession; The hang over; and the Remedies.

1008. JOSHI, Ram. Federalism and local government in India. In S. P. Aiyar and Usha Mehta (eds.) *Essays on Indian federalism*. Bombay : Allied Publishers, 1965. p. 223-35.

Two opposite processes are at work. There is unprecedented growth in the number of local bodies, on the other hand they are fast losing their autonomy. The author feels that every administrative problem has a

federal aspect as well as a local aspect, which can adequately be solved by shared functions.

1009. KASHIKAR, S. G. State control over municipal government. *Quarterly Journal of the Local Self-Government Institute*, 49 : 1 (October-December 1977) 123-6.

The control is necessary over local government only as a method of securing partnership of the state government and the local government and tutelary guidance. At present powers of the director and the collector are more for checking abuses than for giving a helping hand. The director of the municipal administration should pay more attention to guiding and helping the municipal committees in their development activities. In fact, the whole approach of the state government towards the working of the municipal administration needs new orientation, so as to enable the municipal committees to function as healthy examples of democratic decentralisation.

1010. KHAN, ZIAUDDIN. State control of urban local units; a forward looking model. In S. K. Sharma and V.N. Chawla (eds.) *Municipal administration in India : some reflections*. Jullunder, International, 1975, p. 129-43.

State control over local urban units is inconsistent, irregular, ineffective, ill proportionate and dissatisfying. The author attempts to suggest an organisational model to solve the quarrel between the state and urban units.

1011. LAMBA, Partap Singh. Pathology of state control over municipal administration in India : a prognosis. *Journal of Administration Overseas*. 13 : 3 (July 1974) 462-69.

Under the constitution, responsibility for local government lies with the state government, which has the powers to determine the structure, functions and financial resources of its municipal authorities. State control takes three forms : Legislative, judicial and administrative. The legislature comes in picture when a new law has to be enacted or an old one is amended; the courts

when any action of government or municipal authority is challenged on legal grounds, but there is no aspect of municipal administration which does not come within the range of administrative control. In the financial field, too, the state control is so detailed that there is hardly any scope for self-government left with the urban authorities. Supersession of municipal authorities is frequent.

The techniques of administrative control are outdated, unimaginative and largely negative. Local Government Department in many states has no field agency of its own to provide guidance and assistance to municipal bodies in the solution of the problems.

If the local bodies are desirable as units of self-government, the conception of government's role should change from that of a controller to that of an adviser, guide, counsellor and protector. Controls should be reduced in number and rationalised by working out model bye-laws, regulations and budgetary reforms. Power to supersede should be relinquished by State Government. In the cases of gross maladministration, dissolution may be considered enough.

The author, in the end, prescribes a reformed Directorate of Municipal Administration at State level with a regional inspectorate to supervise, advice and guide municipal authorities.

1012. LAMBA, Partap Singh. State control over urban local bodies. *Journal of the Society for Study of State Governments*, 6 : 4 (October-December 1973) 223-30.

State executive government has to deal with the municipal authorities in their day-to-day administration. This article has particular reference to Haryana. Due to mass of controls, checks and counter-checks the elected representatives are unable to bring into full play local interest and initiative. The techniques of administrative control are outdated, unimaginative and negative. Financial control is so detailed that there is hardly any scope for self-government. Municipal committees should

not be superseded on vague charges of incompetence or abuse of powers. Dissolution is a less drastic step than supersessions and should take place only with the approval of State Legislature. In the absence of a field agency the Local Government Department in Haryana gets over-burdened with workload much of which can be done at the field level. A well organised Directorate of Municipal Administration with effective regional inspecting staff is necessary to guide, advise and help the municipal authorities in the solution of their problems. An engineering cell should also be created within the Directorate for the execution of water supply and sewerage schemes. The State government should make the municipal authorities increasingly self-reliant through guidance, research, advisory and consultation services, technical assistance and training programmes.

1013. MAHESHWARI, Shriram. Intergovernmental relations in urbanization and urban development. *Indian Journal of Public Administration*, 14 : 3 (July-September 1968) 568-81.

This paper purports to describe inter-governmental relations in the field of urban development and to offer a few suggestions for improvement.

1014. MALLIKARJANAYYA, G. The dissolution of a municipality: case study. *Nagarlok*, 6 : 1 (January-March 1974) 34-8.

An order of the Andhra Pradesh Government in 1972 dissolved the Municipal Council of Nagar. This order was challenged in a writ petition by two of the Municipal Councillors. The charges against the Council, its explanations and Government's findings are presented in detail. His Lordship observed that there were no merits in the writ petition and upheld the action of the Government.

1015. MALLIKARJANAYYA, G. The dissolution of the Samalkot Municipality: a case study. *Nagarlok* 5 : 3 (July-September 1973) 25-36.

This study makes an objective analysis of the dissolution of the Municipality. The author feels that it is an extreme step and is against the canon of democracy. The Andhra Pradesh Government should have acted wisely and should probably have put the Municipality on a correct track.

1016. MEHRA, Omprakash. Local government and central controls : a few observations. *Nagarlok*, 10 : 1 (January-March 1978) 12-17.

Central control over local government is in debate in different countries, but it is unavoidable and necessary. The degree and method of application can be either supportive or obstructive to effective local government. The author feels that the central control can be meaningful and supportive : (a) by replacing the present organizational jungle by a system to ensure proper development and maintenance of local government service and also to ensure rectification of improper administration and ineffective services; (b) by clearly outlining the processes and parameters of central control, and ensuring that their limits are not transgressed; and (c) by making the limits of autonomous action explicit and public in terms of cost adequacy and public expenditure.

1017. MURTI, V. S. Role of State Directorate on municipal councils in Maharashtra. *Quarterly Journal of the Local Self-Government Institute*. 46 : 4 (April-June 1976) 685-93.

Discusses the role of the State Directorate of Municipal Administration in Maharashtra in stabilising the relationship between the president and chief officer. This is all the more becoming important after the amendment of the Maharashtra Municipalities Act, 1965 which provides for the direct election of president of the municipal council. Under the Act the director and the collector are given concurrent powers to control the municipal councils. At present both belong to the same service, but a generation gap comes in the way of

harmony. The collector is junior to the director and hence both may not look at the issue in the same way. If the director is a specialist, and the collector continues to be generalist the scope for divergence is quite wide. If both do not look at the problems in the same way, it may lead to tension which will have their impact on the chief officer and the president. The author, therefore, suggests for the establishment of a convention according to which the collector may not exercise his powers and leave every thing to the director. The collector may act only at the instance of the director.

1018. NANDEKAR, V. G. State local relationship : some basic considerations. *Quarterly Journal of the Local Self-Government Institute*. 47 : 2 (October-December 1976) 182-6.

An important and basic consideration of the healthy, harmonious and abiding relationship between the state government and local government is the establishment of relationship of partnership rather than of paternalistic one—a relationship wherein both parties are active agents for a common object of strengthening democracy. But this is too often forgotten in practice. Considerations of administrative efficiency outweigh considerations of democracy. The frequent use of the technique of the supersession all over the country shows the lack of positive morality on the part of the state government. The Directorate of Municipal Administration must address itself to the role of inspiring and invigorating local councils.

1019. NARAYANA RAO, P. S. Supersession of Bangalore Corporation: a financial study. *Southern Economist* (1 June 1969) 21.

1020. NOORANI, A.G. Autonomy of municipalities. *Indian Express*. (12 March 1978) 6.

Civic elections are frequently postponed and municipal corporations are often superseded. As extensive

constitutional recognition of autonomy for municipalities is worth considering. This issue is discussed in this article in the light of Sri Madhu Limaye's monograph on decentralisation published in September 1973.

1021. PANDE, P. C. State-local relations in urban development. In R. B. Das (ed.) *Urban planning authorities* Lucknow : Lucknow University, Regional Centre for Research & Training in Municipal Administration, 1970. 33-46.

Brings out the actual working relationship between the state governments and urban local bodies with particular reference to urban development. The term 'urban development' has been used to signify the provision of basic urban facilities in municipal areas.

1022. PARTAP SINGH. Haryana : supersession of municipal committees. *Economic and Political Weekly*, (8 April 1972) 747.

In Haryana, supersession of municipal committees has been very frequent. Elections to the superseded committees are also postponed to suit the political convenience of the party in power. Supersession of committees is not a satisfactory remedy for the maladies from which these committees suffer. There is a necessity of structural change, in the absence of which a municipal committee cannot be expected to perform its duties efficiently and effectively.

1023. PARTAP SINGH. Supersession of municipal bodies in India. *Modern Review*, 131 : 3 (September 1972) 171-3.

1024. PILLAY, K.K. Central-local relations. In B.B. Majumdar (ed.). *Problems of public administration in India*. Patna : Pustak Mahal, n.d., p. 219-26.

With a view to assess how much control the central government can be legitimately allowed to exercise, the experiences of western countries are studied. It is concluded that the pattern of control local relations as it

exists in Great Britain seems to be the best to be adopted by India.

1025. PRABHA CHANDER. Forms and methods of state control over local bodies in U.P. *Ph. D. thesis, Lucknow University, 1961.*
1026. RAIPURIA, K. M. State-local fiscal relations in India : some vital issues. *Nagarlok*, 3 : 2 (April-June 1971) 43-8.

Local authorities in India are not in a position to raise sufficient revenues to administer civic services. The need for grants arises to develop essential services and to encourage certain programmes and policies. This brings forth problem of State-local fiscal relations. It is suggested that Local Self-Government Department in the states should be replaced by Urban Development Authority and association of municipal bodies be formed to protect their interest.

1027. RAMDEV, P. Local autonomy. *Quarterly Journal of the Local Self-Government Institute*, 33 : 2 (October-December 1962) 100-3.

A brief account of various attempts made through different enactments to enlarge the functions of local bodies.

1028. SASTRY, S. M. Y. State-local relations : a question of right attitude. *Quarterly Journal of the Local Self-Government Institute*, 46 : 3 (January-March 1976) 614-20.

The tendency of confrontation between the state government and the local self-government is avoidable by a right attitude and understanding. Historically, the local self-government played a significant part in protecting the rights of the people and introducing the democratic element in the administration than did the state government when it was an alien government and was

not responsive to the interests of the people. But now when the states have no more alien governments, their attempt to exercise closer supervision and control over the local bodies at all levels is resented by the latter as excessive interference in their exercise of autonomy. Since now the roles of the two governments have changed there must be change in their respective attitudes to understand each other. A feeling of confrontation must be replaced by a feeling of comradeship.

1029. SHARAN, Parmatma. Machinery for the exercise of state control over local bodies. In B. B. Majumdar (ed.) *Problems of public administration in India*. Patna : Pustak Mahal, n. d., p. 248-56.

The subject is discussed under following heads : The necessity of state control over local bodies; Principal ways of state control; State control in foreign countries; The forms of central control in India; and The agency of state control.

1030. SHARMA, Sudesh Kumar. Pathology of state control over municipal administration in Punjab : a prognosis. *Journal of the National Academy of Administration*, 16:2 (April-June 1971) 15-25.

1031. SINGH, Bhola Prasad. State control over municipalities in Bihar. *Nagarlok*, 5 : 3 (July-September 1973) 12-19.

The methods of control and supervision of municipalities are old fashioned and bureaucratic. The author has suggested the establishment of a full-fledged Directorate of Municipalities and emphasise the need to revive the system of Inspectorate of Local Bodies for the solution of their complex problems.

1032. SINGH, S. N. Local autonomy : the dilemma. *Quarterly Journal of the Local Self-Government Institute*, 44 : 2 (October-December 1973) 165-71.

1033. SINGH, Sheo Narain. Judicial approach to delegation of power to municipal bodies. *Paper presented to the Seminar on Problems in Municipal Laws (December 20-21, 1971)*, organised by the Indian Institute of Public Administration, Centre for Training and Research in Municipal Administration, New Delhi.
1034. SINGHAL, Mohan. State government and local administration : from control to cooperation. *Economic and Political Weekly*, (11 July 1970) 1098-1101

The concept of local autonomy versus state powers is outdated. If government is to function as a service for the benefit of the people, State and local administrations must work as two active and cooperative members of a partnership. For this purpose, state controls over local government bodies should be subtle and carefully balanced to forestall malpractices while avoiding any tendencies which stifle local initiative.

These controls should be reduced in number and rationalised by working out model bye-laws, regulations and budgetary patterns. State governments ought to intervene only when prescribed standards are not adhered to, allowing local bodies to frame their own particular procedures and regular procedures and regulations. Inspectorates of local bodies should be established by ministries of local government to maintain specialised and sympathetic liaison between the two partners.

1035. SINHA, Ramashraya. Supersession of a municipal corporation. *Nagarloka*, 8 : 3 (July-September 1976) 97-102.

Patna Municipal Corporation was set up in 1952. It was superseded in 1967 by the Bihar Government and is still under supersession. In this paper three cases are discussed to point out the extent and magnitude of conflict between the representative organs and the Chief Executive Officer, leading to the ultimate supersession. The cases are : (1) extension of the services of the Assistant Health Officer ; (2) appointment of Assessment

Officer ; and (3) transfer of the Health Officer. This reveals that the supersession was mainly the result of tension and rivalry between parties and personalities at the Corporation level on the one hand and the Government level on the other.

1036. SRIVASTAVA, Awadh Behari. State control over municipalities in U. P. since 1916. *Ph.D. thesis, Agra University, 1964.*

1037. SRIVASTAVA, G. P. State control over municipal boards. In S. K. Sharma and V. N. Chawla (eds.). *Municipal administration in India : some reflections.* Julundur, International, 1975, p. 260-5.

Taking municipal boards in Uttar Pradesh as base of the study, the author concludes that the municipal boards are under the iron heel of the State Government which give them little opportunity to act freely in any manner.

1038. SRIVASTAVA, Laxman Pd. State control over municipalities in Bihar. *Quarterly Journal of the Local Self-Government Institute*, 49:1 (July-September 1977) 56-62.

Examines the existing types of state control over local bodies. Findings are that the state control over municipalities in Bihar is excessive ; that the tools of administrative control are outdated, unimaginative and negative; that the supersession of municipalities in many cases uncalled for ; that the financial control of the State over the finance is at present too wide and there is hardly any scope for self-government left with the municipalities. In order to reduce the rigidity of the state control over the municipalities, suggests, that, the control of petty matters should be done away with and municipalities should not be superseded on vague charges of incompetence. The machinery of self-government should be strengthened and lastly a well-organised directorate for municipal administration with inspecting staff be set up to control and guide and help the municipalities in Bihar.

1039. SRIVASTAVA, Om Prie. Political control over municipal corporations in Uttar Pradesh (with special reference to Varanasi Nagar Mahapalika). *Civic Affairs*, 25 : 8 (March 1978) 9-15 ; 25 : 9 (April 1978) 17-29.

The legislative control over municipal corporations is not effective. Taking Varanasi Nagar Mahapalika as a base of study, it is asserted that in most of the cases, it is not the legislative control but it is the political control over the municipal corporations, exercised through the legislature.

1040. SRIVASTAVA, Om Prie. State control over municipal corporations in Uttar Pradesh (with special reference to Varanasi Nagar Mahapalika). *Ph.D. thesis, Kashi Vidyapith, 1977.*

1041. UNITED NATIONS. Seminar on Central Services to Local Authorities. *Report*. New York : U. N., 1964. vi+212 p.

Seminar held at the Indian Institute of Public Administration, New Delhi, 21 October-6 November 1963. Sponsored by Division for Public Administration, Department of Economic and Social Affairs of the United Nations and the Eastern Regional Organisation for Public Administration, with the cooperation of the Government of India.

1042. VARDE, Sadanand. The autonomy of local bodies. *Janata*, (16 June 1974) 11-13.

Drawing upon his experiences as a member of the Bombay Municipal Corporation for over 15 years, the author observes that the state governments have used the lacuna in the constitution regarding local bodies, to make continuous inroads into the autonomy of local bodies.

1043. VENKATA RAO, V. Administrative relations between the state and local authorities in India. In B. B. Majumdar (ed.). *Problems of public administration in India*. Patna : Pustak Mahal, n. d., p. 239-47

State governments argue that the object of state control is to see that the autonomous powers of local authorities are preserved intact but also to see that the good of the whole is not affected by partisan activities. This is not the whole truth. The means by which this control is exercised are discussed. It is pointed out that the aim of state control and supervision should be to increase the competence of the local authorities, improve their organisation and procedures, supply them with technical assistance and advice why they are generally needed.

1044. VENKATA RAO, V. Control of urban governments. *Indian Journal of Political Studies*, 1 : 2 (July 1977) 153-73.

Paper presented at the All India Political Science Conference held at the University of Jodhpur, December 29-31, 1976. Various means by which the State government exercises control over the urban local authorities are enumerated. In order to make the control effective, suggests the appointment of executive officers for all local authorities by the state governments.

PUBLIC RELATIONS AND CITIZEN PARTICIPATION

1045. AVASTHI, A. P. Public participation in local government, by A. P. Awasthi. In A. Avasthi (ed.) *Municipal administration in India*. Agra: Lakshmi Narain Agarwal, 1972, p. 51-5. First pub. in *Civic Affairs*, 7 : 7 (March 1960) 78-80.
1046. BANOVELTZ, James M. Public participation in local government. *Studies in Comparative Local Government*, 6:1 (Summer 1972) 54-60.

A summary of the discussions in the conference on 'Citizen Participation and Local Government' organised by IULA from 11-15 October, 1971 in Zagreb, Yugoslavia.

1047. BHATTACHARYA, Mohit. Civic consciousness and citizens' participation. *Civic Affairs*, 22 : 4 (November 1974) 9-12

Deals with the problem of arousing civic consciousness among the citizens on the assumption that without the active interest and participation of the citizens in public affairs, democracy, especially at the local level, cannot hope to flourish. It draws attention to the need for inculcation of a sense of community in the local urban areas. There is a lack of attachment to municipal government among the citizens and the cities do not get the loyalty from their inhabitants. The paper analyses the major causes of citizen's aloofness. The major obstacles to good citizenship are identified as economic poverty afflicting majority of the urban population, the administrative inefficiency of the urban local bodies in general and the irrational fragmentation of governmental responsibilities among a number of local authorities,

especially in the bigger urban complexes. The paper makes a plea for remedying these defects. It also highlights the importance of communication in order to establish a rapport between the citizen and the local administration.

1048. BIJLANI, H. U. Administrative coordination and citizen participation for plan implementation. *Nagarlok*, 9 : 3 (July-September 1977) 87-94.

Any plan whether it is for a service centre at local or district level, or growthpoints at sub-regional level comprising a state, should merge with the growth centres, and growth pole at the national level. Various agencies must work towards common goals to ensure coordination. The guidelines for an integrated national policy are laid down by the Planning Commission. Though coordination organisation has to exist at all levels, the author has dealt with city governments only. Policy boards is the central entity of the proposed model for better city government. The important feature is the dialogue, this board should have with citizens' council and outside experts.

1049. BJUR, Wesley E. and Gilbert W. Siegel. Voluntary citizen participation in local government : quality, cost and commitment. *Midwest Review of Public Administration*, 11 : 2 (June 1977) 135-49.

There are two common problems associated with the functioning of contemporary local units : (a) citizen apathy ; (b) insufficient municipal income in the face of sky-rocketing service costs. Proposes a manner in which both complaints can be addressed and resolved through different models of voluntary citizen participation. Also discusses the tradeoffs between the different models, all aimed at increased citizen participation and improved quality of municipal services.

1050. JAGANNADHAM, V. Citizens' participation in municipal administration. In *Indian Institute of Public*

Administration. Centre for Training and Research in Municipal Administration. *Selected Papers on municipal government and administration*. New Delhi : IIPA, (1968), p. 321-35

Paper originally submitted at the Orientation Course in Urban Administration organised by the Department of Public Administration, Osmania University in June 1967.

1051. LEWIS, Geoffrey. *Public relations for local government*. London : Business Books, 1973. x+156 p.

Purposes to indicate on approach to local government public relations work and to outline the thinking behind it.

1052. MALHOTRA, R. L. Public relations in municipal administration. In S. K. Sharma and V. N. Chawla (eds.) *Municipal administration in India : some reflections*. Julundur, International, 1975, p. 360-3.

1053. MALHOTRA, R. L. PR in municipal administration. *Economic Times*, (23 March 1975) 5.

1054. NARASIMHA REDDI, C. V. *Public relations in municipal government*. Hyderabad : Sharada Publications, 1978. xvi+24+40+21-34 p.

The book is divided into three parts. The theory of municipal government and certain basic concepts of public relations are dealt within the first part, while the practical application of PR principle in municipal government is covered in the second part. Second part also presents a case study undertaken by the Department of Communication and Journalism, Osmania University on the "multi-media PR campaign of the Hyderabad Municipal Corporation". In part III, the do's and do not's for public relation officer in municipal bodies are prescribed,

1055. NARASIMHA REDDI, C. V. Public relations in municipal government. *Civic Affairs*, 23:11 (June 1976) 23-25 ; 23 : 12 (July 1976) 25-32

The need for PR in municipal governments arises on account of the varied functions they have to perform in the service of the community. The article specifically pinpoints the relevance of PR to municipal governments. Why they need PR and how it can be best organised ?

1056. PANT, Nirranjan. Demand articulation and civic involvement in urban neighbourhoods. *Nagarlok*, 10 : 3 (July-September 1978) 139-48.

Based on the data collected from the city of Kanpur during October-March 1973-74, the article attempts to see the phenomena of demand articulation and civic involvement at the micropolitical level, i.e., neighbourhood.

1057. SESHADRI, K. and P. Narayana Reddy. Participation at local levels and development. In Ramesh K. Arora (ed.) *Administrative change in India*. Jaipur : Aalekh Publishers, 1974. p. 171-91.

1058. SHARMA, Vishveshwar Dayal. People's participation in municipal government. *Civic Affairs*, 22 : 3 (October 1974) 9-13.

Active and whole hearted people's participation in all fields of administration is most essential in the democratic and egalitarian society of ours. It is all the more needed in municipal administration as the municipal institutions are facing multifarious challenges posed by the growing urbanisation. The reasons for the lack of desired popular participation are : (1) lack of education, (2) apathy of the people, and (3) social heterogeneity in the urban community. For securing people's participation, measures suggested are : (1) spreading of education, teaching of civics, organisation of the civic weeks and periodical lectures, (2) making local bodies strong and efficient instruments for serving the people and meeting their

needs, (3) organising public relation work at the local government level, (4) mobilizing popular support through local voluntary organisations, and (5) setting up of a large number of *ad hoc* committees for general and specific purposes.

1059. WAINWRIGHT, Gordon. Effective communication in local government. *Municipal Review*, 40 : 471 (March 1969) 130-2

Argues that we would do a great deal more to ensure effective communication and suggests for consideration some of the ways in which this could be achieved.

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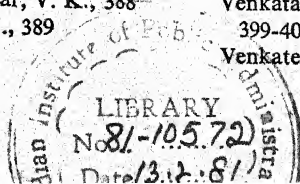
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